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UNITED STATES CIVIL SERVICE COMMISSION



# MANUAL OF EXAMINATIONS

FOR THE

SPRING OF 1914

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[THE REPORTS OF THE COMMISSION, SHOWING ITS WORK AND CONTAINING  
THE CIVIL-SERVICE ACT, RULES, AND REGULATIONS, CAN BE  
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**COMMISSIONERS:**

JOHN A. McILHENNY,  
PRESIDENT.  
CHARLES M. GALLOWAY,  
HERMON W. CRAVEN.

**UNITED STATES CIVIL SERVICE COMMISSION,  
WASHINGTON, D. C.**

**INTRODUCTORY.**

The Manual of Examinations is issued semiannually in January and July. It contains the schedule of dates and places of the spring or the fall series of examinations, descriptions of the scheduled examinations and others which are held with more or less frequency, instructions relative to applications and conditions of employment, information concerning the rating of examination papers and the methods of certification of the names of eligibles when vacancies occur, and other information relating to matters connected with the Federal civil service which is considered of value to applicants for examination and the public generally.

The commission has aimed to include in the Manual all the instructions needed by intending applicants concerning the examinations covered by the Manual and the filing of applications. Before writing to the commission for information it should be determined that the inquiry is not fully answered in the Manual. The index should be consulted. The January edition of the Manual contains the schedule of spring examinations and the July edition the schedule of fall examinations. Requests for the next July edition should not be made before July 15, 1914.

Persons making requests for information in regard to examinations and for application blanks who do not specify the name of the examination desired will be furnished with this Manual, unless they have already been supplied. Upon receipt of the Manual they should notify the commission of the name of the examination desired, using for that purpose the form on page 6; the proper blank will then be sent provided the desired examination is pending. When the application has been executed and is ready for mailing the applicant should be careful to attach sufficient postage. Usually at least 4 cents is required. It is not necessary to inclose stamps for reply when writing to the commission or when forwarding an application.

**SCOPE OF THE CIVIL-SERVICE LAW.**

January 16, 1883, Congress passed what is known as the "civil-service law." This act established the United States Civil Service Commission, to be composed of three members, not more than two of whom shall be adherents of the same political party. The act itself is a mere outline of its purposes, but for its amplification it provides for rules to be promulgated by the President, such rules to be equally binding with the statute upon the heads of departments and offices, as well as upon the commission. The fundamental purpose of the law and rules is to establish, in the parts of the service within their provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political or religious considerations. To carry out this purpose a plan of competitive examinations is prescribed.

The term "classified service" indicates the parts of the service within the provisions of the civil-service law and rules requiring appointments therein to be made



upon examination and certification by the commission, unless especially excepted from competition; the term "unclassified service" indicates the parts of the service which are not within those provisions, and therefore in which appointments may be made without examination and certification by the commission.

The civil-service law and rules do not give to the commission any power of appointment and removal; that power is left where it was prior to such law, namely, in the President and the heads of departments. Upon requisition of an appointing officer the commission provides eligibles secured as the result of competitive examination; from the eligibles thus provided the appointing officer makes selection and appointment. When the commission certifies three eligibles for any particular position, the appointing officer has absolute discretion in making selection and appointment from such eligibles, except that the rules require that selection shall be made without regard to political or religious considerations. When certification is made the commission's duty ends so far as an appointment is concerned, except, of course, that it is charged with investigating and reporting any irregularity of appointment or removal.

A vacancy in the classified service may be filled either by original appointment upon examination and certification by the commission, as explained, or by transfer or promotion from certain other positions in the classified service, or by reinstatement.

#### **EXTENT OF THE CLASSIFIED CIVIL SERVICE.**

"The classified civil service shall include all officers and employees in the executive civil service of the United States, heretofore or hereafter appointed or employed, in positions now existing or hereafter to be created, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers and persons whose appointments are subject to confirmation by the Senate." \* \* \* (Civil-service Rule II, clause 1.)

Included in the classified service are positions in or under the departments and offices at Washington, D. C., the Railway Mail Service, the Indian Service, the Steamboat-Inspection Service, the Immigration Service, the Public Health Service, the Lighthouse Service, the Life-Saving Service, the Mint and Assay Service, the Custodian Service, the Subtreasury Service, the Engineer Department at large, the Ordnance Department at large, the Quartermaster Corps, the Customs Service, the Post-Office-Service, the Government Printing Office, the Internal-Revenue Service, the Rural Delivery Service, the Forest Service, the Reclamation Service, the Isthmian Canal Service, the Navy-Yard Service, the Government Hospital for the Insane, the National Military Park Service, and the position of fourth-class postmaster except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa.

Under civil-service Rule II, clause 3, certain positions in the classified service are excepted from examination. A list of these positions will be found in section 290.

All places in the classified service except those mentioned in the section referred to above, if not filled by reinstatement, transfer, or promotion, must be filled as the result of open competitive examination held under the provisions of the civil-service law.

Under the terms of the law positions outside the executive branch of the Government, positions to which appointment is made by the President and confirmed by the Senate, and positions of mere unskilled manual labor are not required to be classified.

The individual positions which are filled through competitive examinations now number nearly 300,000.

Positions in the Consular and Diplomatic Services, in the Congressional Library, under the Pan American Union, under the governments of Territories or the District of Columbia, or under State or municipal control are not filled as the result of examinations held by this commission.

## DEPARTMENTAL SERVICE AND FIELD SERVICE.

The term "Departmental Service," as used in this Manual refers to positions in the departments and general offices at Washington, D. C. The term "Field Service" refers to positions in all the branches outside of Washington, D. C., and to local branches in Washington, D. C. Local branches are such as the city post office, the customhouse, the navy yard, the Engineer Department at large, etc. Such branches in the District of Columbia, as elsewhere, are in the Field Service, while their respective departmental headquarters are in the Departmental Service.

Positions under the government of the District of Columbia are not a part of the Federal service.

## EXAMINATIONS AND APPOINTMENTS.

Under "Descriptions of examinations" in this Manual the titles are arranged alphabetically. Many examinations not described are announced from time to time as eligibles are needed. Information concerning such examinations is contained in section 44.

Examinations for the Departmental Service are held in every State and Territory. For the Field Service examinations usually are held at or near the places of employment. Examinations as a rule are not held for a particular department or office, but for the purpose of establishing registers from which appointments may be made to any department or office. From most examinations appointments may be made not only to a particular class of positions but to any position requiring the qualifications tested.

Appointments are made through examination and certification by the commission to all positions in the executive branch of the Federal service, both at Washington, D. C., and in the country at large, except those filled by presidential appointment, certain positions of an executive, confidential, or fiduciary character, which are expressly excepted from examination, and certain minor positions.

Appointments to Federal positions in Porto Rico, Hawaii, and the Isthmus of Panama are made on the same basis as those in the States. So far as is practicable, the same system is applied to Federal positions in Alaska.

With the exception of a very few Federal positions in the Philippines, appointments to Government positions in those islands are made in accordance with the Philippine civil-service act; but this commission holds such examinations as the Philippine civil-service board may request. Civil positions in the military division of the Philippines, and similar positions under the United States naval authorities in the Philippines, are not in the Philippine civil service, but are in the civil service of the United States. The positions referred to include those under the staff officers of the Philippines Division of the Army, and under the commandants of the United States naval stations at Cavite and Olongapo. The bureau of civil service at Manila is authorized to receive applications for admission to the Federal civil service in the Philippine Islands, to hold examinations, and to certify eligibles for appointment to Federal positions.

## CIVIL-SERVICE SCHOOLS AND INSTITUTES.

The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such schools. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the commission, and without cost. The commission is in no way responsible for any statement contained in the advertisements of schools.

### REQUEST FOR APPLICATION BLANK.

First determine that the desired examination is pending; consult the *Manual*; then fill out the form below, detach page, and mail to the commission. When mailing your request, attach proper postage to the envelope, but do not enclose stamps for reply.

Date.....191...

UNITED STATES CIVIL SERVICE COMMISSION,

*Washington, D. C.:*

Please mail to the address given below the proper application blank, in order that I may take the examination for the position of.....  
..... at .....  
on ....., 191...

(Signature) .....

(Address) .....

## CHANGE OF ADDRESS.

Persons who have applied for examination or who have passed an examination for the Departmental or Isthmian Canal Service should keep the commission informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should relate only to the change in address and should always indicate the kind and date of the examination taken, the average attained, and, if educational, the place of examination.

Persons eligible for the Philippine Service should notify the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., of change of address, and not the commission.

Persons who have filed application for the Field Service should notify the district secretary of change of address. (See sec. 36.)

### REQUEST FOR CHANGE OF ADDRESS.

When communicating with the commission relative to change of address fill out the blanks below, tear out this page, and forward it to the commission.

....., 191..

UNITED STATES CIVIL SERVICE COMMISSION,  
*Washington, D. C.*

Exact title of examination: <sup>1</sup> .....

.....  
.....

Bona fide residence of applicant: .....  
(State, not address.)

Average attained: .....

Date of examination: .....

City in which examined: .....

Please change the address on my application from .....

.....  
to .....

.....  
Signature: .....

<sup>1</sup>If you have more than one application on file, name each kind of examination for which an application has been filed.

## PLACES AND DATES OF SPRING EXAMINATIONS.

No request will be granted to take an examination at a place or on a date for which it is not scheduled. An applicant may take only one kind of examination at one time or place. An applicant for appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the State in which he resides and must show that he has been actually domiciled in such State for at least one year previous to the date of examination. Applications for examinations mentioned in section 1 must be filed with the commission at Washington, D. C.

All examinations begin at 9 a. m., local time. For location of the examination room, if outside of Washington, D. C., apply to the secretary of the board of examiners or to the postmaster in the city or town where the examination is to be held, not later than 8.30 a. m. on the date of the examination. Examinations in Washington, D. C., are held at No. 1724 F Street NW.

For information in regard to examinations to be held in the Canal Zone, persons residing on the Isthmus should make application to the secretary of the board of civil-service examiners, Culebra, Canal Zone.

The railway mail clerk examination will be held on February 21, 1914, at the places specified in Form 1407. (See sec. 222.)

**Sec. 1. List of spring examinations.**—The following-named examinations will be held in the spring of 1914 and may be taken at the places and on the dates shown in section 2, pages 10 to 21, inclusive. It will be noted that in the column at the left, opposite each title of examination in the list, the letter A, B, C, D, or E appears, and that in some cases two letters are used; also that the same letters appear in the list of places and dates of examinations in section 2. These letters are to guide the reader in determining the date on which a certain examination in the list will be held at a certain place. For instance, opposite "Agricultural inspector" is the letter E; reference to the list of places and dates in section 2 shows that "E" examinations will be held on April 15 at the places indicated. This system has been followed throughout the schedule.

- (E) Agricultural inspector, Philippine Service; men only; application form, 2. (See sec. 46.)
- (D) Aid, Coast and Geodetic Survey; application form, 1312. (See sec. 47.)
- (E) Aid, Lighthouse Service; application form, 1312. (See sec. 48.)
- (E) Apprentice fish culturist; application form, 1312. (See sec. 50.)
- (D) Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing; application form, 304. (See sec. 52.)
- (D) Assistant, Philippine Service; men only; application form, 2. (See sec. 55.)
- (D) Assistant engineer, Reclamation Service; application form, 1312. (See sec. 57.)
- (D) Assistant geologist, Geological Survey; application form, 1312. (See sec. 146.)
- (D) Assistant inspector of boilers; application form, 1087. (See sec. 185.)
- (D) Assistant inspector of hulls; application form, 1087. (See sec. 186.)
- (E) Assistant observer, Weather Bureau; men only; application form, 304. (See sec. 61.)
- (E) Bookkeeper, Departmental Service; men only; application form, 304. (See sec. 65.)

- (E) Cadet engineer, Lighthouse Service; application form, 1312. (See sec. 71.)
- (E) Cadet officer, Lighthouse Service; application form, 1312. (See sec. 72.)
- (E) Civil engineer and draftsman; application form, 1312. (See sec. 79.)
- (D) Civil engineer and superintendent of construction; application form, 1312. (See sec. 80.)
- (E) Civil engineer student; application form, 1312. (See sec. 81.)
- (A) or (B) Clerk, Departmental Service; application form, 304. (See sec. 85.)  
Residents of the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.
- (D) Clerk, Isthmian Canal Service; men only; application form, 1312. (See sec. 87.)
- (A) or (C) Clerk, stenographic, Departmental Service; application form, 304. (See sec. 88.) Residents of the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.
- (D) Computer, Coast and Geodetic Survey; men only; application form, 1312. (See sec. 91.)
- (E) Computer, Nautical Almanac Office and Naval Observatory; men only; application form, 1312. (See sec. 92.)
- (E) Draftsman, copyist ship, Navy Department; application form, 1312. (See sec. 105.)
- (D) Draftsman, copyist topographic, Departmental Service; application form, 1312. (See sec. 106.)
- (D) Draftsman, junior engineer, Engineer Department at large; application form, 1312. (See sec. 111.)
- (E) Draftsman, mechanical, Isthmian Canal Service; men only; application form, 1312. (See sec. 112.)
- (E) Draftsman, ship, Navy Department; application form, 1312. (See sec. 114.)
- (D) Draftsman, topographic, Departmental Service; application form, 1312. (See sec. 115.)
- (E) Draftsman, topographic, Isthmian Canal Service; men only; application form, 1312. (See sec. 116.)
- (A) or (B) Electrotypier, molder, Government Printing Office; application forms, 304 and 1747. (See sec. 122.)
- (A) or (B) Elevator conductor, Departmental Service; application form, 304. (See sec. 124.)
- (E) Engineer, Indian Service; application form, 304. (See sec. 130.)
- (E) Farmer, Indian Service; application form, 304. (See sec. 136.) Experience in irrigation required.
- (E) Fish culturist; application form, 1312. (See sec. 140.)
- (D) Forest assistant, Forest Service; application form, 1312. (See sec. 142.)
- (D) Geologic aid, Geological Survey; application form, 1312. (See sec. 146.)
- (D) Industrial teacher, Philippine Service; men only; application form, 2. (See sec. 159.)
- (D) Junior chemist, Departmental Service; application form, 1312. (See sec. 165.)
- (E) Junior engineer (mining), Bureau of Mines; application form, 1312. (See sec. 167.)
- (E) Junior engineer (civil), Engineer Department at large; application form, 1312. (See sec. 168.)
- (E) Junior engineer (mechanical or electrical), Engineer Department at large; application form, 1312. (See sec. 169.)
- (D) Junior engineer, Reclamation Service; application form, 1312. (See sec. 170.)

- (E) Laboratory assistant, Bureau of Standards; men only; application form, 1312. (See sec. 174.)
- (D) Land law clerk; application form, 1312. (See sec. 175.)
- (E) Library cataloguer; application form, 1312. (See sec. 180.)
- (D) Local inspector of boilers; application form, 1087. (See sec. 185.)
- (D) Local inspector of hulls; application form, 1087. (See sec. 186.)
- (D) Matron, Indian Service; application form, 304. (See sec. 190.)
- (D) Pharmacist, Public Health Service; application form, 1312. (See sec. 205.)
- (D) Physician, all services; men only; application form, 1312, except for the Philippine Service; Form 2 for the Philippine Service. (See sec. 207.)
- (A) or (B) Press feeder, Government Printing Office; application forms, 304 and 1145. (See sec. 214.)
- (E) Scientific assistant, Department of Agriculture; application form, 1312. (see sec. 227.)
- (A) or (C) Stenographer; application forms, 304 for the Departmental Service, 1312 for the Isthmian Canal Service, and 2 for the Philippine Service. (See secs. 233, 234, 236, and 237.)
- (A) or (C) Stenographer and typewriter; application forms, 304 for the Departmental Service, 1312 for the Isthmian Canal Service, and 2 for the Philippine Service. (See secs. 233, 238, 240, and 241.)
- (A) or (B) Stereotyper, Government Printing Office; application forms, 304 and 1747. (See sec. 242.)
- (A) or (B) Subclerical (messenger, watchman, and skilled laborer), Departmental Service; men only; application form, 304. (See sec. 244.) Residents of the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.
- (E) Teacher, Indian Service; application form, 1312. (See sec. 255.)
- (D) Teacher, Philippine Service; application form, 2. (See sec. 257.)
- (D) Telegraph operator; application forms, 304 and 1140. (See sec. 259.)
- (E) Trained nurse, all services; application form, 1312, except for the Philippine Service; Form 2 for the Philippine Service. (See sec. 262.)
- (A) or (C) Typewriter; applications forms, 304 for the Departmental Service, 1312 for the Isthmian Canal Service, and 2 for the Philippine Service. (See secs. 233, 264, 266, and 267.)
- (D) Veterinarian, Bureau of Animal Industry and Quartermaster Corps; application form, 1312. (See sec. 269.)
- (E) Wireman; application form, 304. (See sec. 272.)

**Sec. 2. Schedule of places and dates.**—The examinations listed in section 1 may be taken at the places and on the dates specified in this section.

**Alabama:**

- (A) Anniston, March 16.
- (A) Birmingham, April 8.
- (D) Birmingham, March 11.
- (E) Birmingham, April 15.
- (A) Dothan, March 16.
- (A) Florence, March 16.
- (A) Gadsden, March 16.
- (A) Huntsville, March 16.
- (A) Mobile, March 30.
- (D) Mobile, March 11.
- (E) Mobile, April 15.
- (A) Montgomery, April 6.
- (D) Montgomery, March 11.

**Alabama—Continued.**

- (E) Montgomery, April 15.
- (A) Opelika, March 16.
- (D) Opelika, March 11.
- (E) Opelika, April 15.
- (A) Selma, March 16.
- (A) Tuscaloosa, March 16.

**Alaska:**

- (A) Juneau, April 15.
- (D) Juneau, April 15.
- (E) Juneau, April 15.
- (A) Nome, April 15.
- (D) Nome, April 15.
- (E) Nome, April 15.

## Arizona:

- (D) Douglas, March 11.
- (E) Douglas, April 15.
- (A) Flagstaff, March 16.
- (A) Phoenix, March 16.
- (D) Phoenix, March 11.
- (E) Phoenix, April 15.
- (D) Prescott, March 11.
- (E) Prescott, April 15.
- (A) Tucson, April 3.
- (D) Tucson, March 11.
- (E) Tucson, April 15.

## Arkansas:

- \*(D) Fayetteville, March 11.
- (E) Fayetteville, April 15.
- (A) Fort Smith, March 31.
- (D) Fort Smith, March 11.
- (E) Fort Smith, April 15.
- (D) Helena, March 11.
- (E) Helena, April 15.
- (A) Jonesboro, March 16.
- (D) Jonesboro, March 11.
- (E) Jonesboro, April 15.
- (A) Little Rock, April 1.
- (D) Little Rock, March 11.
- (E) Little Rock, April 15.
- (A) Pine Bluff, April 2.
- (B) Texarkana, March 16.
- (D) Texarkana, March 11.
- (E) Texarkana, April 15.

## California:

- (B) Eureka, March 16.
- (D) Eureka, March 11.
- (E) Eureka, April 15.
- (A) Fresno, March 16.
- (D) Fresno, March 11.
- (E) Fresno, April 15.
- (A) Los Angeles, April 6.
- (D) Los Angeles, March 11.
- (E) Los Angeles, April 15.
- (D) Marysville, March 11.
- (E) Marysville, April 15.
- (A) Red Bluff, March 16.
- (D) Red Bluff, March 11.
- (E) Red Bluff, April 15.
- (B) Redding, March 16.
- (A) Sacramento, March 17.
- (D) Sacramento, March 11.
- (E) Sacramento, April 15.
- (A) San Bernardino, April 4.
- (D) San Bernardino, March 11.
- (E) San Bernardino, April 15.
- (A) San Diego, April 7.
- (D) San Diego, March 11.

## California—Continued.

- (E) San Diego, April 15.
- (B) San Francisco, April 6.
- (C) San Francisco, April 28.
- (D) San Francisco, March 11.
- (E) San Francisco, April 15.
- (A) San Jose, April 10.
- (D) San Jose, March 11.
- (E) San Jose, April 15.
- (A) San Luis Obispo, April 9.
- (D) San Luis Obispo, March 11.
- (E) San Luis Obispo, April 15.
- (A) Santa Barbara, April 8.
- (A) Stockton, March 16.

## Colorado:

- (A) Colorado Springs, March 26.
- (D) Colorado Springs, March 11.
- (E) Colorado Springs, April 15.
- (A) Denver, March 27.
- (D) Denver, March 11.
- (E) Denver, April 15.
- (A) Durango, March 16.
- (D) Durango, March 11.
- (E) Durango, April 15.
- (D) Fort Collins, March 11.
- (E) Fort Collins, April 15.
- (A) Grand Junction, March 24.
- (D) Grand Junction, March 11.
- (E) Grand Junction, April 15.
- (A) Greeley, March 16.
- (B) Leadville, March 16.
- (D) Leadville, March 11.
- (E) Leadville, April 15.
- (A) Montrose, March 16.
- (D) Montrose, March 11.
- (E) Montrose, April 15.
- (A) Pueblo, March 25.
- (D) Pueblo, March 11.
- (E) Pueblo, April 15.
- (A) Trinidad, March 31.
- (D) Trinidad, March 11.
- (E) Trinidad, April 15.

## Connecticut:

- (A) Bridgeport, March 16.
- (A) Danbury, March 17.
- (A) Hartford, March 20.
- (D) Hartford, March 11.
- (E) Hartford, April 15.
- (D) Middletown, March 11.
- (E) Middletown, April 15.
- (A) New Haven, March 19.
- (D) New Haven, March 11.
- (E) New Haven, April 15.
- (A) New London, March 23.
- (A) Waterbury, March 18.



## Delaware:

- (A) Wilmington, March 14.
- (D) Wilmington, March 11.
- (E) Wilmington, April 15.

## District of Columbia (Washington):

Subclerical (watchman, messenger, and skilled laborer), March 30.

Electrotyper, molder; elevator conductor; press feeder; stereotypist, April 3.

Clerk, without stenography and typewriting tests, April 6.

Stenographer, stenographer and typewriter, and stenographic clerk, April 28.

Typewriter *only*, May 5.

- (D) All examinations marked "D" in section 1, March 11.
- (E) All examinations marked "E" in section 1, April 15.

## Florida:

- (A) Apalachicola, March 16.
- (A) Gainesville, March 25.
- (D) Gainesville, March 11.
- (E) Gainesville, April 15.
- (A) Jacksonville, March 20.
- (D) Jacksonville, March 11.
- (E) Jacksonville, April 15.
- (A) Key West, March 16.
- (D) Key West, March 11.
- (E) Key West, April 15.
- (A) Miami, March 23.
- (D) Miami, March 11.
- (E) Miami, April 15.
- (A) Ocala, March 16.
- (A) Orlando, March 16.
- (A) Pensacola, March 28.
- (D) Pensacola, March 11.
- (E) Pensacola, April 15.
- (A) St. Augustine, March 16.
- (A) Tallahassee, March 26.
- (A) Tampa, March 16.
- (D) Tampa, March 11.
- (E) Tampa, April 15.

## Georgia:

- (A) Albany, March 16.
- (A) Athens, April 29.
- (D) Athens, March 11.
- (E) Athens, April 15.
- (B) Atlanta, April 6.
- (C) Atlanta, April 28.
- (D) Atlanta, March 11.
- (E) Atlanta, April 15.

## Georgia—Continued.

- (A) Augusta, April 28.
- (D) Augusta, March 11.
- (E) Augusta, April 15.
- (A) Brunswick, March 16.
- (A) Columbus, March 16.
- (A) Dublin, March 16.
- (A) Macon, March 15.
- (D) Macon, March 11.
- (E) Macon, April 15.
- (A) Rome, April 17.
- (A) Savannah, March 18.
- (D) Savannah, March 11.
- (E) Savannah, April 15.
- (A) Thomasville, March 16.
- (D) Thomasville, March 11.
- (E) Thomasville, April 15.
- (A) Valdosta, March 16.
- (A) Waycross, March 19.

## Hawaii:

- (A) Honolulu, April 15.
- (D) Honolulu, March 11.
- (E) Honolulu, April 15.

## Idaho:

- (A) Boise, April 4.
- (D) Boise, March 11.
- (E) Boise, April 15.
- (A) Coeur d'Alene, March 24.
- (A) Lewiston, March 27.
- (D) Moscow, March 11.
- (E) Moscow, April 15.
- (A) Pocatello, March 16.
- (D) Pocatello, March 11.
- (E) Pocatello, April 15.
- (A) Twin Falls, March 16.

## Illinois:

- (B) Bloomington, March 16.
- (A) Cairo, April 3.
- (D) Cairo, March 11.
- (E) Cairo, April 15.
- (D) Champaign, March 11.
- (E) Champaign, April 15.
- (B) Chicago, April 6.
- (C) Chicago, April 28.
- (D) Chicago, March 11.
- (E) Chicago, April 15.
- (A) Decatur, April 9.
- (A) East St. Louis, March 16.
- (D) East St. Louis, March 11.
- (E) East St. Louis, April 15.
- (D) Freeport, March 11.
- (E) Freeport, April 15.
- (A) Galesburg, April 14.
- (A) Peoria, April 13.

## Illinois—Continued.

- (D) Peoria, March 11.
- (E) Peoria, April 15.
- (A) Quincy, April 7.
- (D) Quincy, March 11.
- (E) Quincy, April 15.
- (A) Rockford, April 17.
- (A) Rock Island, April 15.
- (A) Springfield, April 8.
- (D) Springfield, March 11.
- (E) Springfield, April 15.

## Indiana:

- (A) Bloomington, March 31.
- (D) Bloomington, March 11.
- (E) Bloomington, April 15.
- (A) Brazil, March 16.
- (D) Brazil, March 11.
- (E) Brazil, April 15.
- (A) Evansville, March 23.
- (D) Evansville, March 11.
- (E) Evansville, April 15.
- (A) Fort Wayne, March 19.
- (D) Fort Wayne, March 11.
- (E) Fort Wayne, April 15.
- (A) Indianapolis, March 30.
- (D) Indianapolis, March 11.
- (E) Indianapolis, April 15.
- (A) La Fayette, April 2.
- (D) La Fayette, March 11.
- (E) La Fayette, April 15.
- (A) Marion, April 3.
- (A) New Albany, March 16.
- (D) New Albany, March 11.
- (E) New Albany, April 15.
- (A) Richmond, April 4.
- (D) Richmond, March 11.
- (E) Richmond, April 15.
- (A) South Bend, March 17.
- (D) South Bend, March 11.
- (E) South Bend, April 15.
- (A) Terre Haute, April 1.
- (D) Terre Haute, March 11.
- (E) Terre Haute, April 15.
- (A) Valparaiso, March 18.
- (D) Valparaiso, March 11.
- (E) Valparaiso, April 15.

## Iowa:

- (A) Ames, April 7.
- (D) Ames, March 11.
- (E) Ames, April 15.
- (A) Burlington, April 22.
- (D) Burlington, March 11.
- (E) Burlington, April 15.
- (A) Cedar Rapids, April 24.

## Iowa—Continued.

- (A) Council Bluffs, March 31.
- (D) Council Bluffs, March 11.
- (E) Council Bluffs, April 15.
- (A) Davenport, April 24.
- (D) Davenport, March 11.
- (E) Davenport, April 15.
- (A) Des Moines, April 6.
- (D) Des Moines, March 11.
- (E) Des Moines, April 15.
- (A) Dubuque, April 29.
- (D) Dubuque, March 11.
- (E) Dubuque, April 15.
- (A) Fort Dodge, April 8.
- (D) Fort Dodge, March 11.
- (E) Fort Dodge, April 15.
- (A) Iowa City, April 23.
- (D) Iowa City, March 11.
- (E) Iowa City, April 15.
- (A) Keokuk, April 22.
- (A) Marshalltown, April 17.
- (A) Mason City, April 13.
- (D) Mason City, March 11.
- (E) Mason City, April 15.
- (A) Osage, May 2.
- (A) Ottumwa, April 21.
- (A) Shenandoah, April 2.
- (A) Sioux City, March 24.
- (D) Sioux City, March 11.
- (E) Sioux City, April 15.
- (A) Waterloo, May 1.
- (D) Waterloo, March 11.
- (E) Waterloo, April 15.

## Kansas:

- (B) Concordia, March 16.
- (D) Concordia, March 11.
- (E) Concordia, April 15.
- (D) Emporia, March 11.
- (E) Emporia, April 15.
- (B) Fort Scott, March 16.
- (D) Fort Scott, March 11.
- (E) Fort Scott, April 15.
- (A) Hutchinson, March 24.
- (A) Kansas City, March 19.
- (D) Kansas City, March 11.
- (E) Kansas City, April 15.
- (A) Lawrence, March 16.
- (D) Lawrence, March 11.
- (E) Lawrence, April 15.
- (B) Leavenworth, March 16.
- (D) Leavenworth, March 11.
- (E) Leavenworth, April 15.
- (D) Manhattan, March 11.
- (E) Manhattan, April 15.

**Kansas—Continued.**

- (A) Salina, March 23.
- (D) Salina, March 11.
- (E) Salina, April 15.
- (A) Topeka, March 21.
- (D) Topeka, March 11.
- (E) Topeka, April 15.
- (A) Wichita, March 25.
- (D) Wichita, March 11.
- (E) Wichita, April 15.

**Kentucky:**

- (A) Ashland, April 18.
- (D) Ashland, March 11.
- (E) Ashland, April 15.
- (A) Bowling Green, March 25.
- (D) Bowling Green, March 11.
- (E) Bowling Green, April 15.
- (A) Covington, April 21.
- (D) Covington, March 11.
- (E) Covington, April 15.
- (A) Lexington, April 20.
- (D) Lexington, March 11.
- (E) Lexington, April 15.
- (A) Louisville, March 27.
- (D) Louisville, March 11.
- (E) Louisville, April 15.
- (A) Middlesboro, March 28.
- (A) Owensboro, March 26.
- (D) Owensboro, March 11.
- (E) Owensboro, April 15.
- (A) Paducah, March 24.
- (D) Paducah, March 11.
- (E) Paducah, April 15.

**Louisiana:**

- (A) Alexandria, March 18.
- (D) Alexandria, March 11.
- (E) Alexandria, April 15.
- (A) Baton Rouge, March 16.
- (D) Baton Rouge, March 11.
- (E) Baton Rouge, April 15.
- (A) Lake Charles, April 9.
- (D) Lake Charles, March 11.
- (E) Lake Charles, April 15.
- (A) Monroe, March 16.
- (D) Monroe, March 11.
- (E) Monroe, April 15.
- (B) New Orleans, April 6.
- (C) New Orleans, April 28.
- (D) New Orleans, March 11.
- (E) New Orleans, April 15.
- (A) Shreveport, March 19.
- (D) Shreveport, March 11.
- (E) Shreveport, April 15.

**Maine:**

- (A) Augusta, April 22.
- (A) Bangor, April 23.
- (D) Bangor, March 11.
- (E) Bangor, April 15.
- (A) Bath, March 16.
- (D) Bath, March 11.
- (E) Bath, April 15.
- (A) Calais, March 16.
- (D) Calais, March 11.
- (E) Calais, April 15.
- (A) Houlton, April 24.
- (D) Houlton, March 11.
- (E) Houlton, April 15.
- (A) Lewiston, April 21.
- (D) Lewiston, March 11.
- (E) Lewiston, April 15.
- (A) Portland, April 20.
- (D) Portland, March 11.
- (E) Portland, April 15.

**Maryland:**

- (B) Baltimore, April 6.
- (C) Baltimore, April 28.
- (D) Baltimore, March 11.
- (E) Baltimore, April 15.
- (A) Cumberland, March 16.
- (D) Cumberland, March 11.
- (E) Cumberland, April 15.
- (A) Frederick, March 16.
- (A) Hagerstown, March 16.
- (A) Salisbury, March 16.
- (D) Salisbury, March 11.
- (E) Salisbury, April 15.

**Massachusetts:**

- (B) Boston, April 6.
- (C) Boston, April 28.
- (D) Boston, March 11.
- (E) Boston, April 15.
- (A) Brockton, April 6.
- (D) Brockton, March 11.
- (E) Brockton, April 15.
- (A) Fall River, March 25.
- (D) Fall River, March 11.
- (E) Fall River, April 15.
- (D) Fitchburg, March 11.
- (E) Fitchburg, April 15.
- (A) Gloucester, March 16.
- (A) Greenfield, April 8.
- (A) Lawrence, March 16.
- (D) Lawrence, March 11.
- (E) Lawrence, April 15.
- (A) Lowell, March 16.
- (D) Lowell, March 11.

**Massachusetts—Continued.**

- (E) Lowell, April 15.
- (A) New Bedford, April 18.
- (A) North Adams, March 16.<sup>1</sup>
- (A) Pittsfield, March 16.
- (D) Pittsfield, March 11.
- (E) Pittsfield, April 15.
- (A) Salem, March 16.
- (D) Salem, March 11.
- (E) Salem, April 15.
- (A) Springfield, March 21.
- (D) Springfield, March 11.
- (E) Springfield, April 15.
- (A) Worcester, April 7.
- (D) Worcester, March 11.
- (E) Worcester, April 15.

**Michigan:**

- (D) Ann Arbor, March 11.
- (E) Ann Arbor, April 15.
- (A) Calumet, April 1.
- (A) Detroit, March 25.
- (D) Detroit, March 11.
- (E) Detroit, April 15.
- (A) Grand Rapids, March 20.
- (D) Grand Rapids, March 11.
- (E) Grand Rapids, April 15.
- (A) Jackson, March 24.
- (A) Kalamazoo, March 21.
- (D) Lansing, March 11.
- (E) Lansing, April 15.
- (A) Manistee, March 17.
- (D) Manistee, March 11.
- (E) Manistee, April 15.
- (A) Marquette, March 31.
- (D) Marquette, March 11.
- (E) Marquette, April 15.
- (A) Port Huron, March 27.
- (A) Saginaw, March 28.
- (D) Saginaw, March 11.
- (E) Saginaw, April 15.
- (A) Sault Ste. Marie, March 30.
- (D) Sault Ste. Marie, March 11.
- (E) Sault Ste. Marie, April 15.
- (A) Traverse City, March 18.
- (D) Traverse City, March 11.
- (E) Traverse City, April 15.

**Minnesota:**

- (A) Albert Lea, May 6.
- (A) Austin, May 5.
- (A) Bemidji, March 16.
- (A) Brainerd, March 16.
- (A) Crookston, March 16.
- (D) Crookston, March 11.
- (E) Crookston, April 15.

**Minnesota—Continued.**

- (A) Duluth, March 17.
- (D) Duluth, March 11.
- (E) Duluth, April 15.
- (A) Fergus Falls, March 16.
- (D) Fergus Falls, March 11.
- (E) Fergus Falls, April 15.
- (A) Little Falls, March 16.
- (A) Mankato, March 18.
- (D) Mankato, March 11.
- (E) Mankato, April 15.
- (A) Minneapolis, March 16.
- (B) St. Paul, April 6.
- (C) St. Paul, April 28.
- (D) St. Paul, March 11.
- (E) St. Paul, April 15.
- (A) Winona, May 8.

**Mississippi:**

- (A) Brookhaven, April 2.
- (A) Columbus, March 16.
- (A) Greenville, March 16.
- (D) Greenville, March 11.
- (E) Greenville, April 15.
- (A) Greenwood, March 16.
- (A) Gulfport, March 31.
- (A) Hattiesburg, April 1.
- (A) Holly Springs, March 16.
- (D) Holly Springs, March 11.
- (E) Holly Springs, April 15.
- (A) Jackson, April 3.
- (A) Laurel, March 16.
- (A) Meridian, April 4.
- (D) Meridian, March 11.
- (E) Meridian, April 15.
- (A) Natchez, March 16.
- (A) Tupelo, April 9.
- (A) Vicksburg, March 16.
- (D) Vicksburg, March 11.
- (E) Vicksburg, April 15.

**Missouri:**

- (D) Cape Girardeau, March 11.
- (E) Cape Girardeau, April 15.
- (D) Columbia, March 11.
- (E) Columbia, April 15.
- (A) Jefferson City, March 16.
- (D) Jefferson City, March 11.
- (E) Jefferson City, April 15.
- (A) Joplin, March 17.
- (A) Kansas City, March 18.
- (D) Kansas City, March 11.
- (E) Kansas City, April 15.
- (D) Kirksville, March 11.
- (E) Kirksville, April 15.
- (B) Moberly, March 16.

**Missouri—Continued.**

- (D) Poplar Bluff, March 11.
- (E) Poplar Bluff, April 15.
- (A) St. Joseph, March 20.
- (D) St. Joseph, March 11.
- (E) St. Joseph, April 15.
- (B) St. Louis, April 6.
- (C) St. Louis, April 28.
- (D) St. Louis, March 11.
- (E) St. Louis, April 15.
- (A) Springfield, March 16.
- (D) Springfield, March 11.
- (E) Springfield, April 15.
- (D) Warrensburg, March 11.
- (E) Warrensburg, April 15.

**Montana:**

- (A) Billings, March 16.
- (D) Billings, March 11.
- (E) Billings, April 15.
- (A) Bozeman, March 16.
- (D) Bozeman, March 11.
- (E) Bozeman, April 15.
- (A) Butte, March 16.
- (D) Butte, March 11.
- (E) Butte, April 15.
- (A) Glasgow, March 16.
- (A) Glendive, March 16.
- (A) Great Falls, March 16.
- (D) Great Falls, March 11.
- (E) Great Falls, April 15.
- (A) Helena, March 16.
- (D) Helena, March 11.
- (E) Helena, April 15.
- (A) Kalispell, March 16.
- (D) Kalispell, March 11.
- (E) Kalispell, April 15.
- (A) Lewistown, March 16.
- (A) Miles City, March 16.
- (D) Miles City, March 11.
- (E) Miles City, April 15.
- (A) Missoula, March 16.
- (D) Missoula, March 11.
- (E) Missoula, April 15.

**Nebraska:**

- (A) Alliance, March 30.
- (D) Alliance, March 11.
- (E) Alliance, April 15.
- (A) Beatrice, April 1.
- (A) Broken Bow, March 30.
- (A) Fremont, March 26.
- (A) Grand Island, March 28.
- (D) Grand Island, March 11.
- (E) Grand Island, April 15.
- (A) Holdrege, March 30.

**Nebraska—Continued.**

- (A) Lincoln, March 31.
- (D) Lincoln, March 11.
- (E) Lincoln, April 15.
- (D) Nebraska City, March 11.
- (E) Nebraska City, April 15.
- (A) Norfolk, March 25.
- (D) Norfolk, March 11.
- (E) Norfolk, April 15.
- (A) North Platte, March 27.
- (D) North Platte, March 11.
- (E) North Platte, April 15.
- (A) Omaha, April 1.
- (D) Omaha, March 11.
- (E) Omaha, April 15.

**Nevada:**

- (A) Carson City, March 16.
- (D) Carson City, March 11.
- (E) Carson City, April 15.
- (A) Elko, March 19.
- (A) Ely, March 16.
- (A) Reno, March 18.
- (D) Reno, March 11.
- (E) Reno, April 15.

**New Hampshire:**

- (A) Berlin, March 16.
- (A) Concord, April 16.
- (D) Concord, March 11.
- (E) Concord, April 15.
- (D) Hanover, March 11.
- (E) Hanover, April 15.
- (D) Keene, March 11.
- (E) Keene, April 15.
- (A) Manchester, April 17.
- (D) Manchester, March 11.
- (E) Manchester, April 15.
- (A) Portsmouth, April 2.
- (D) Portsmouth, March 11.
- (E) Portsmouth, April 15.
- (A) Woodsville, April 14.

**New Jersey:**

- (A) Atlantic City, March 16.
- (A) Camden, March 17.
- (A) Newark, April 9.
- (D) Newark, March 11.
- (E) Newark, April 15.
- (A) Trenton, March 21.
- (D) Trenton, March 11.
- (E) Trenton, April 15.

**New Mexico:**

- (A) Albuquerque, April 1.
- (D) Albuquerque, March 11.
- (E) Albuquerque, April 15.
- (D) East Las Vegas, March 11.

## New Mexico—Continued.

- (E) East Las Vegas, April 15.
- (A) Las Cruces, April 2.
- (D) Las Cruces, March 11.
- (E) Las Cruces, April 15.
- (A) Roswell, March 16.
- (D) Roswell, March 11.
- (E) Roswell, April 15.
- (A) Santa Fe, March 16.
- (D) Santa Fe, March 11.
- (E) Santa Fe, April 15.
- (A) Tucumcari, March 16.

## New York:

- (A) Binghamton, March 16.
- (D) Binghamton, March 11.
- (E) Binghamton, April 15.
- (A) Buffalo, March 23.
- (D) Buffalo, March 11.
- (E) Buffalo, April 15.
- (A) Elmira, March 17.
- (D) Elmira, March 11.
- (E) Elmira, April 15.
- (D) Ithaca, March 11.
- (E) Ithaca, April 15.
- (A) Jamestown, March 20.
- (D) Jamestown, March 11.
- (E) Jamestown, April 15.
- (A) Malone, April 3.
- (B) New York, April 6.
- (C) New York, stenographer, stenographer and typewriter, and stenographic clerk, April 28.
- New York, typewriter *only*, May 5.
- (D) New York, March 11.
- (E) New York, April 15.
- (A) Ogdensburg, April 2.
- (D) Ogdensburg, March 11.
- (E) Ogdensburg, April 15.
- (A) Olean, March 19.
- (A) Oneida, March 16.
- (A) Plattsburg, April 4.
- (D) Plattsburg, March 11.
- (E) Plattsburg, April 15.
- (A) Poughkeepsie, March 16.
- (D) Poughkeepsie, March 11.
- (E) Poughkeepsie, April 15.
- (A) Rochester, March 25.
- (D) Rochester, March 11.
- (E) Rochester, April 15.
- (A) Syracuse, March 27.
- (D) Syracuse, March 11.
- (E) Syracuse, April 15.
- (A) Troy, April 7.
- (D) Troy, March 11.

## New York—Continued.

- (E) Troy, April 15.
- (A) Utica, March 30.
- (D) Utica, March 11.
- (E) Utica, April 15.
- (A) Watertown, April 1.

## North Carolina:

- (A) Asheville, March 16.
- (D) Asheville, March 11.
- (E) Asheville, April 15.
- (A) Charlotte, March 16.
- (D) Charlotte, March 11.
- (E) Charlotte, April 15.
- (A) Durham, March 18.
- (D) Durham, March 11.
- (E) Durham, April 15.
- (A) Elizabeth City, March 16.
- (A) Goldsboro, March 16.
- (D) Goldsboro, March 11.
- (E) Goldsboro, April 15.
- (A) Greensboro, March 16.
- (D) Greensboro, March 11.
- (E) Greensboro, April 15.
- (A) Newbern, March 16.
- (A) Raleigh, March 16.
- (D) Raleigh, March 11.
- (E) Raleigh, April 15.
- (A) Salisbury, March 16.
- (A) Washington, March 16.
- (A) Wilmington, March 16.
- (D) Wilmington, March 11.
- (E) Wilmington, April 15.

## North Dakota:

- (A) Bismarck, March 16.
- (D) Bismarck, March 11.
- (E) Bismarck, April 15.
- (B) Devils Lake, March 16.
- (A) Dickinson, March 16.
- (D) Dickinson, March 11.
- (E) Dickinson, April 15.
- (A) Fargo, March 16.
- (D) Fargo, March 11.
- (E) Fargo, April 15.
- (A) Grand Forks, March 16.
- (D) Grand Forks, March 11.
- (E) Grand Forks, April 15.
- (A) Minot, March 16.
- (D) Minot, March 11.
- (E) Minot, April 15.
- (D) Pembina, March 11.
- (E) Pembina, April 15.
- (D) Valley City, March 11.
- (E) Valley City, April 15.

## North Dakota—Continued.

- (A) Williston, March 16.
- (D) Williston, March 11.
- (E) Williston, April 15.

## Ohio:

- (A) Akron, April 10.
- (A) Athens, April 16.
- (A) Canton, April 10.
- (D) Canton, March 11.
- (E) Canton, April 15.
- (A) Chillicothe, April 16. )
- (D) Chillicothe, March 11. )
- (E) Chillicothe, April 15. )
- (B) Cincinnati, April 6.
- (C) Cincinnati, April 28.
- (D) Cincinnati, March 11.
- (E) Cincinnati, April 15.
- (A) Cleveland, April 8.
- (D) Cleveland, March 11.
- (E) Cleveland, April 15.
- (A) Columbus, April 13.
- (D) Columbus, March 11.
- (E) Columbus, April 15.
- (A) Dayton, March 21.
- (D) Dayton, March 11.
- (E) Dayton, April 15.
- (A) Ironton, April 18.
- (D) Ironton, March 11.
- (E) Ironton, April 15.
- (A) Lima, March 20.
- (D) Lima, March 11.
- (E) Lima, April 15.
- (A) Mansfield, April 11.
- (D) Mansfield, March 11.
- (E) Mansfield, April 15.
- (A) Marietta, April 15.
- (D) Marietta, March 11.
- (E) Marietta, April 15.
- (A) Portsmouth, April 17.
- (D) Portsmouth, March 11.
- (E) Portsmouth, April 15.
- (A) Sandusky, March 16.
- (A) Steubenville, April 6.
- (D) Steubenville, March 11.
- (E) Steubenville, April 15.
- (A) Toledo, March 16.
- (D) Toledo, March 11.
- (E) Toledo, April 15.
- (A) Youngstown, April 7.
- (D) Youngstown, March 11.
- (E) Youngstown, April 15.
- (A) Zanesville, April 14.
- (D) Zanesville, March 11.
- (E) Zanesville, April 15.

## Oklahoma:

- (B) Ardmore, March 16.
- (D) Ardmore, March 11.
- (E) Ardmore, April 15.
- (A) Enid, March 26.
- (D) Enid, March 11.
- (E) Enid, April 15.
- (A) Guthrie, March 16.
- (D) Guthrie, March 11.
- (E) Guthrie, April 15.
- (A) McAlester, March 28.
- (D) McAlester, March 11.
- (E) McAlester, April 15.
- (A) Muskogee, March 30.
- (D) Muskogee, March 11.
- (E) Muskogee, April 15.
- (A) Oklahoma, March 27.
- (D) Oklahoma, March 11.
- (E) Oklahoma, April 15.

## Oregon:

- (A) Ashland, April 11.
- (A) Astoria, March 16.
- (D) Astoria, March 11.
- (E) Astoria, April 15.
- (D) Baker City, March 11.
- (E) Baker City, April 15.
- (A) Corvallis, March 16.
- (D) Corvallis, March 11.
- (E) Corvallis, April 15.
- (A) Eugene, March 16.
- (D) Eugene, March 11.
- (E) Eugene, April 15.
- (A) Grants Pass, April 10.
- (D) Grants Pass, March 11.
- (E) Grants Pass, April 15.
- (A) Klamath Falls, April 13.
- (A) Pendleton, March 31.
- (D) Pendleton, March 11.
- (E) Pendleton, April 15.
- (A) Portland, April 9.
- (D) Portland, March 11.
- (E) Portland, April 15.

## Pennsylvania:

- (A) Allentown, March 23.
- (A) Altoona, April 7.
- (D) Altoona, March 11.
- (E) Altoona, April 15.
- (A) Erie, April 15.
- (A) Harrisburg, April 4.
- (D) Harrisburg, March 11.
- (E) Harrisburg, April 15.
- (A) Lancaster, April 3.
- (A) Oil City, April 16.
- (B) Philadelphia, April 6.

## Pennsylvania—Continued.

- (C) Philadelphia, April 23.
- (D) Philadelphia, March 11.
- (E) Philadelphia, April 15.
- (A) Pittsburgh, April 11.
- (D) Pittsburgh, March 11.
- (E) Pittsburgh, April 15.
- (A) Reading, March 30.
- (D) South Bethlehem, March 11.
- (E) South Bethlehem, April 15.
- (A) Sunbury, March 23.
- (A) Towanda, March 16.
- (A) Uniontown, March 16.
- (A) Warren, April 18.
- (D) Warren, March 11.
- (E) Warren, April 15.
- (A) Wilkes-Barre, March 26.
- (D) Wilkes-Barre, March 11.
- (E) Wilkes-Barre, April 15.
- (A) Williamsport, March 27.
- (D) Williamsport, March 11.
- (E) Williamsport, April 15.

## Porto Rico:

- (A) Ponce, March 25.
- (A) San Juan, April 1.
- (D) San Juan, March 11.
- (E) San Juan, April 15.

## Rhode Island:

- (A) Newport, March 28.
- (A) Providence, March 24.
- (D) Providence, March 11.
- (E) Providence, April 15.

## South Carolina:

- (A) Anderson, March 16.
- (A) Charleston, April 25.
- (D) Charleston, March 11.
- (E) Charleston, April 15.
- (A) Chester, March 16.
- (A) Columbia, April 24.
- (D) Columbia, March 11.
- (E) Columbia, April 15.
- (A) Florence, March 16.
- (A) Georgetown, March 16.
- (A) Greenville, April 23.
- (D) Greenville, March 11.
- (E) Greenville, April 15.
- (A) Greenwood, March 16.
- (A) Newberry, March 16.
- (A) Orangeburg, March 16.
- (A) Spartanburg, March 16.
- (A) Sumter, March 16.

## South Dakota:

- (A) Aberdeen, March 19.
- (D) Aberdeen, March 11.

## South Dakota—Continued.

- (E) Aberdeen, April 15.
- (D) Brookings, March 11.
- (E) Brookings, April 15.
- (A) Deadwood, March 30.
- (D) Deadwood, March 11.
- (E) Deadwood, April 15.
- (A) Hot Springs, March 30.
- (A) Huron, March 19.
- (A) Mitchell, March 23.
- (A) Pierre, March 20.
- (D) Pierre, March 11.
- (E) Pierre, April 15.
- (A) Rapid City, March 30.
- (A) Sioux Falls, March 21.
- (D) Sioux Falls, March 11.
- (E) Sioux Falls, April 15.
- (A) Watertown, March 20.
- (D) Watertown, March 11.
- (E) Watertown, April 15.

## Tennessee:

- (A) Bristol, April 21.
- (D) Bristol, March 11.
- (E) Bristol, April 15.
- (A) Chattanooga, April 16.
- (D) Chattanooga, March 11.
- (E) Chattanooga, April 15.
- (A) Clarksville, March 16.
- (A) Columbia, March 16.
- (A) Dyersburg, March 16.
- (A) Jackson, April 13.
- (A) Johnson City, March 16.
- (A) Knoxville, April 20.
- (D) Knoxville, March 11.
- (E) Knoxville, April 15.
- (A) Memphis, April 10.
- (D) Memphis, March 11.
- (E) Memphis, April 15.
- (A) Murfreesboro, March 16.
- (A) Nashville, April 14.
- (D) Nashville, March 11.
- (E) Nashville, April 15.
- (A) Union City, March 16.

## Texas:

- (A) Amarillo, March 30.
- (D) Amarillo, March 11.
- (E) Amarillo, April 15.
- (A) Austin, March 23.
- (D) Austin, March 11.
- (E) Austin, April 15.
- (A) Beaumont, March 16.
- (A) Brownsville, March 16.
- (D) Brownsville, March 11.
- (E) Brownsville, April 15.



## Texas—Continued.

- (A) Dallas, March 24.
- (D) Dallas, March 11.
- (E) Dallas, April 15.
- (A) El Paso, April 1.
- (D) El Paso, March 11.
- (E) El Paso, April 15.
- (A) Greenville, March 26.
- (A) Houston, April 7.
- (D) Houston, March 11.
- (E) Houston, April 15.
- (A) Laredo, April 5.
- (A) San Antonio, April 4.
- (D) San Antonio, March 11.
- (E) San Antonio, April 15.
- (A) Tyler, March 21.
- (B) Waco, March 16.
- (D) Waco, March 11.
- (E) Waco, April 15.
- (A) Wichita Falls, March 28.

## Utah:

- (A) Logan, March 16.
- (D) Logan, March 11.
- (E) Logan, April 15.
- (A) Ogden, March 21.
- (A) Provo, March 16.
- (D) Provo, March 11.
- (E) Provo, April 15.
- (A) Salt Lake City, March 23.
- (D) Salt Lake City, March 11.
- (E) Salt Lake City, April 15.

## Vermont:

- (A) Bellows Falls, April 9.
- (A) Burlington, April 11.
- (D) Burlington, March 11.
- (E) Burlington, April 15.
- (A) Montpelier, April 13.
- (D) Montpelier, March 11.
- (E) Montpelier, April 15.
- (A) Newport, March 16.
- (A) Rutland, April 10.
- (D) Rutland, March 11.
- (E) Rutland, April 15.
- (B) St. Albans, March 16.
- (A) St. Johnsbury, March 16.
- (D) St. Johnsbury, March 11.
- (E) St. Johnsbury, April 15.

## Virginia:

- (A) Abingdon, March 23.
- (B) Alexandria, April 6.
- (C) Alexandria, April 28.
- (D) Alexandria, March 11.
- (E) Alexandria, April 15.
- (A) Big Stone Gap, March 24.
- (A) Charlottesville, March 16.

## Virginia—Continued.

- (D) Charlottesville, March 11.
- (E) Charlottesville, April 15.
- (A) Clifton Forge, March 16.
- (A) Danville, March 20.
- (A) Harrisonburg, March 16.
- (A) Lynchburg, March 16.
- (D) Lynchburg, March 11.
- (E) Lynchburg, April 15.
- (A) Newport News, March 16.
- (A) Norfolk, March 16.
- (D) Norfolk, March 11.
- (E) Norfolk, April 15.
- (A) Richmond, March 16.
- (D) Richmond, March 11.
- (E) Richmond, April 15.
- (A) Roanoke, March 16.
- (D) Roanoke, March 11.
- (E) Roanoke, April 15.
- (D) Staunton, March 11.
- (E) Staunton, April 15.

## Washington:

- (A) Bellingham, March 16.
- (D) Bellingham, March 11.
- (E) Bellingham, April 15.
- (A) North Yakima, March 17.
- (D) North Yakima, March 11.
- (E) North Yakima, April 15.
- (D) Port Townsend, March 11.
- (E) Port Townsend, April 15.
- (D) Pullman, March 11.
- (E) Pullman, April 15.
- (B) Seattle, April 6.
- (C) Seattle, April 28.
- (D) Seattle, March 11.
- (E) Seattle, April 15.
- (A) Spokane, March 25.
- (D) Spokane, March 11.
- (E) Spokane, April 15.
- (A) Tacoma, March 16.
- (D) Tacoma, March 11.
- (E) Tacoma, April 15.
- (D) Vancouver, March 11.
- (E) Vancouver, April 15.
- (D) Walla Walla, March 11.
- (E) Walla Walla, April 15.
- (D) Wenatchee, March 11.
- (E) Wenatchee, April 15.

## West Virginia:

- (A) Bluefield, March 16.
- (A) Charleston, March 16.
- (D) Charleston, March 11.
- (E) Charleston, April 15.
- (A) Clarksburg, March 16.

West Virginia—Continued.

- (A) Fairmont, March 16.
- (D) Fairmont, March 11.
- (E) Fairmont, April 15.
- (A) Grafton, March 16.
- (D) Hinton, March 11.
- (E) Hinton, April 15.
- (A) Huntington, March 16.
- (D) Huntington, March 11.
- (E) Huntington, April 15.
- (A) Martinsburg, March 16.
- (D) Martinsburg, March 11.
- (E) Martinsburg, April 15.
- (A) Parkersburg, March 16.
- (D) Parkersburg, March 11.
- (E) Parkersburg, April 15.
- (A) Princeton, March 26.
- (A) Wheeling, March 28.
- (D) Wheeling, March 11.
- (E) Wheeling, April 15.

Wisconsin:

- (D) Appleton, March 11.
- (E) Appleton, April 15.
- (D) Ashland, March 11.
- (E) Ashland, April 15.
- (A) Chippewa Falls, April 3.
- (D) Chippewa Falls, March 11.
- (E) Chippewa Falls, April 15.
- (A) Green Bay, April 8.
- (A) La Crosse, April 6.
- (D) La Crosse, March 11.
- (E) La Crosse, April 15.
- (A) Madison, April 11.

Wisconsin—Continued.

- (D) Madison, March 11.
- (E) Madison, April 15.
- (D) Marinette, March 11.
- (E) Marinette, April 15.
- (A) Milwaukee, April 10.
- (D) Milwaukee, March 11.
- (E) Milwaukee, April 15.
- (A) Oshkosh, April 9.
- (A) Superior, April 2.
- (D) Superior, March 11.
- (E) Superior, April 15.
- (A) Wausau, April 7.
- (D) Wausau, March 11.
- (E) Wausau, April 15.

Wyoming:

- (D) Casper, March 11.
- (E) Casper, April 15.
- (A) Cheyenne, March 16.
- (D) Cheyenne, March 11.
- (E) Cheyenne, April 15.
- (A) Evanston, March 16.
- (D) Evanston, March 11.
- (E) Evanston, April 15.
- (D) Laramie, March 11.
- (E) Laramie, April 15.
- (A) Rawlins, March 16.
- (D) Rock Springs, March 11.
- (E) Rock Springs, April 15.
- (A) Sheridan, March 16.
- (D) Sheridan, March 11.
- (E) Sheridan, April 15.

## **INSTRUCTIONS RELATIVE TO APPLICATIONS AND CONDITIONS OF EMPLOYMENT.**

**Sec. 3. How to proceed to secure an examination.**—Persons who wish to take any of the examinations described in this Manual should write direct to the United States Civil Service Commission, Washington, D. C., for application blanks and for any desired information which is not contained in the Manual. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and the commission. Any available information may be secured by writing to the commission, and attempts of applicants to secure unusual consideration or special action through the aid of prominent or presumably influential persons are useless and are discountenanced by the commission, which, under the civil-service law and rules, must treat all applicants with absolute impartiality.

In writing for application blanks or for information always state the name of the examination you desire. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C. If the application is received by the commission in sufficient time to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him admitting him to the examination. The admission card will be sent as soon as practicable after the receipt of the application by the commission and in ample time to admit the applicant to the examination. Letters concerning the nonreceipt of an admission card should not be sent to the commission unless there is reason to believe that the card has miscarried in the mail.

The time of filing application sometimes determines the order of certification of eligibles, for the reason that when two eligibles have the same average the one whose application is filed in complete form first is certified before the other. Applications which have been returned to the applicants for correction should be completed and forwarded to the commission at once. (See sec. 276.)

**The commission will close the receipt of applications for any examination when in its judgment a sufficient number have been received; applications should therefore be sent to the commission without delay. (See sec. 31.)**

A large number of communications are received by the commission in which the writers fail to give their full post-office addresses and in many cases do not sign the letters. Applicants should see that their names are plainly and correctly written and their post-office addresses (street and number) given in full. A number of applications fail to reach the commission on account of applicants not attaching sufficient postage to their letters. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the commission.

All examination papers are shipped direct from the commission to the place of examination. Applicants for examinations west of the Mississippi are therefore urged to forward their applications so as to reach the commission not less than 10 days, and for examinations east of the Mississippi not less than six days, prior to the

**date of the examination, so that arrangements may be made to examine them. This does not apply to examinations applications for which are required to be filed with the district secretaries.**

**Sec. 4. Physical condition of applicants.**—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; blindness; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes.

Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render them unfit to perform the duties of the position for which the examination is held.

The attention of the appointing officer is always called to the physical defects of persons whose names are certified. When there is a serious disqualification and objection is made by the appointing officer, it is sustained by the commission. It is also optional with the appointing officer to select any one of the three persons whose names may be certified, and persons with serious physical defects are rarely appointed.

The medical certificate on an application blank need not be executed unless it is required, as shown in connection with the description of the examination in this Manual, in the published notice of the examination, or at the head of the medical certificate itself.

The President on April 7, 1909, issued the following order in regard to the admission of deaf mutes to civil-service examinations:

“Deaf mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf mutes as they are reached in their order.”

Form 1786, containing a list of examinations to which deaf mutes will be admitted, will be sent upon request.

**Sec. 5. Persons who shall not be examined.**—No person is eligible to an examination—

- (a) Who is not a citizen of or does not owe allegiance to the United States.
- (b) Who is on the date of examination below the minimum or over the maximum age limitation prescribed for the examination for which he applies.
- (c) Who is physically disqualified for the service which he seeks. (See sec. 4.)
- (d) Who is addicted to the habitual use of intoxicating beverages to excess.
- (e) Who has within approximately one year passed in an examination for the same position or for any position covered by the same examination for which it is desired to again apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed.
- (f) Who is enlisted in the United States Army or Navy, and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively.
- (g) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application from such a person would be accepted after that time would depend upon the circumstances of the case. The commission will decide each case upon its individual merits.
- (h) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

(i) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(j) Who has been dishonorably discharged from the Army or the Navy.

**Sec. 6. Each examination complete. Sample questions.**—Each examination is complete in itself and all subjects in an examination must be taken. No other sample questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, which will be furnished on request, contains sample questions of the railway mail clerk examination.

**Sec. 7. Examination of persons holding classified positions.**—A person holding a classified position will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment to the service until after three years from the date of appointment, with the following exceptions:

(a) The three-year limitation shall not apply to any person who has been appointed and who desires to be examined for the same position in another of the four branches of the service (Departmental, Field, Philippine, and Isthmian Canal).

(b) The three-year limitation shall not apply to any person who is to be dismissed from the service within the three years on account of necessary reduction of force, or whose services will cease with those of the officer by whom he was commissioned, and who has not been examined within approximately one year from the date of the examination to which such person seeks entrance.

(c) The three-year limitation shall not apply to any person who has been appointed from the typewriter examination and who desires to take the stenographer examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the typewriter register.

(d) The three-year limitation shall not apply to any person who has been appointed from the stenographer examination and who desires to take the typewriter examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the stenographer register.

It is not necessary for a person to resign a Government position in order to take an examination for a position of a kind different from that occupied and of a kind different from that which resulted in appointment to the service.

**Sec. 8. Examination of persons holding unclassified positions on the Isthmus of Panama.**—Any citizen of the United States in the employ of the Federal Government or the Panama Railroad Company on the Isthmus of Panama in an unclassified status will be permitted to take an examination for the apportioned Departmental Service in Washington, D. C., in his home State at such time as he may be in such State on vacation. If he passes the examination his name will be entered upon the appropriate register, together with those examined in the open competitive examination of the same kind nearest in point of time to the date of his examination. To avail himself of the privilege extended by this regulation, an employee affected thereby must duly file the necessary application with the United States Civil Service Commission, Washington, D. C., and in connection therewith establish domicile in the State claimed for at least one year immediately preceding, as required by the statute, but his employment by the Federal Government or the Panama Railroad Company on the Isthmus will be held not to vitiate his claim to domicile in the State in which he was actually domiciled immediately preceding such employment on the Isthmus.

**Sec. 9. Instruction of applicants for civil-service examinations by Government employees.**—The President on October 13, 1905, issued the following order:

“No officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons with

a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service."

On December 23, 1910, the President issued a similar order in regard to the instruction of applicants for the examinations held by the Department of State for the Diplomatic and Consular Services.

**Sec. 10. Applications in ink and English language.**—All applications must be in ink and in the English language.

**Sec. 11. Age limitations.**—When age limitations are prescribed an applicant will be admitted to examination if on the date of the examination he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years, he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. These limitations, however, do not apply to applicants allowed preference in appointment under section 1754, Revised Statutes. (See sec. 286, this Manual.)

**Sec. 12. Age of appointees.**—The average age of appointees is 28 years. Appointing officers as a rule select the younger eligibles certified when they are found to possess the necessary qualifications.

**Sec. 13. What applications accepted.**—No applications will be accepted for any examinations except those mentioned in section 1, unless otherwise stated under "Descriptions of examinations" or in special announcements. An application filed for one semiannual series of examinations or for a special examination will not be good for any other examination, whether the applicant be examined or not.

**Sec. 14. Dates of applications.**—An application which is dated, or the certificates or vouchers of which are dated, more than six months prior to its receipt by the commission will not be accepted.

**Sec. 15. Recommendations.**—No recommendations other than those called for by the commission will be considered.

**Sec. 16. Citizenship.**—All applicants must make oath in their applications to their United States citizenship or allegiance. In the case of a foreign-born citizen, citizenship must be fully proved in one of the following ways:

(a) If naturalized directly, the applicant's final certificate of naturalization must be submitted. \* If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(b) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(c) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(d) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens that the husband (the name to correspond to that shown in marriage certificate) is a native citizen. Such affidavits should, if possible, show place and date of the husband's birth.

(e) If the applicant is the child of American citizens temporarily residing abroad at the time of applicant's birth, he must furnish affidavits of two disinterested

citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (b) above.

(f) If the applicant has been honorably discharged from the Regular or Volunteer Army of the United States, and has resided at least one year in the United States, he may be admitted to citizenship upon filing petition with proper court, as provided by section 2166, Revised Statutes.

(g) If the applicant has been honorably discharged from the United States Navy after a service of five consecutive years, or from the United States Marine Corps after one enlistment, he may be admitted to citizenship upon filing petition with proper court, as provided by 28 Statutes at Large, page 124.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy of the same should be procured from the court that issued them, or if the records of the court are destroyed a new certificate should be furnished.

Whenever a person has once furnished proof of citizenship with an application to the commission, it is not necessary to file such proof again, but in subsequent applications he should state the kind, date, and place of examination in connection with which proof of citizenship was submitted.

**Sec. 17. Residence.**—Every applicant must make oath in his application to the place of his actual bona fide residence, which must be shown continuously to the exact date of the application, and for the apportioned Departmental Service at Washington, D. C., his statement must be corroborated by the officer's certificate, as required on the application blank. In the case of persons already holding permanent places in the apportioned service in the executive departments at Washington the county officer's certificate is not required. Such persons should show on their applications, opposite the county officer's certificate, that they are so employed. An act of Congress provides that all examinations of applicants for positions in the Government service from any State or Territory shall be had in the State or Territory in which such applicants reside, and that no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination. In an opinion the Attorney General held that this proviso applied only to the apportioned Departmental Service in Washington, D. C. Persons in the apportioned Departmental Service, whose appointments are charged to the apportionment of the States in which they claim bona fide residence, may be examined at any place at which the examination desired by them is held, regardless of their residence. All other persons desiring appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the States of which they are residents.

Applicants for the Field, Isthmian Canal, and Philippine Services may be examined at any place at which the examination is held, regardless of their residence.

A married woman can have no other residence than that of her husband.

A woman separated from her husband may, for the purpose of filing an application for examination, claim residence other than that of her husband, but she must furnish a sworn statement, on Form 1643, of the facts on which her claim to separate residence is based. The commission will decide in each case whether the evidence presented establishes the claim.

The residence of minors is the same as that of the parents or guardians.

**Sec. 18. Applicant for more than one examination.**—A person may at the same time be an applicant for as many different examinations mentioned in section 1 as desired upon filing the proper applications therefor, provided that only one kind of examination may be taken on a given date unless otherwise stated under "Descriptions of examinations." Where more than one examination held during the same series is

desired, only one application, *duly executed*, will be required for one of the examinations, and a *copy* of the duly executed application may be filed for each of the other examinations desired requiring the same form of application. Such copy must include the jurat, vouchers, and other executed parts of the original application, must be in the handwriting of the applicant and be accompanied by a statement showing the kind, date, and place of the examination for which the original is filed. Copies can not be made after filing the original. Should it be desired to take examinations held during different semiannual series, or special examinations held on different dates, a separate application, duly executed and in complete form, will be required for each examination. Whenever an original application is required for an examination it must be complete in every particular.

A person may take as many different examinations held by the commission as he wishes, provided he meets the requirements in each case, and as a result of such examinations he may at the same time be eligible for appointment to several positions in different branches of the service.

**Sec. 19. To change place, date, or kind of examination.**—A person who has applied for an examination mentioned in section 1, and who desires to change the place and date given in his application to any other scheduled place and date (in the State of which he is a bona fide resident) mentioned in section 2, may have such change made upon written request. No arrangements can be made to give an examination on a date or at a place other than as scheduled.

A person who has filed an application for an examination mentioned in section 1, and who afterwards desires to change the application for another kind of examination mentioned in the same section and to which he is eligible, may have such change made upon written request, provided the application form required for the examination first requested is the same form required for the examination to which the change is desired to be made.

All requests for changes must be received by the commission in sufficient time to arrange for the examination desired.

No applicant for examination will be allowed to change the designation of the position for which he applies after the date of closing the receipt of applications.

**Sec. 20. Applications which are disapproved.**—All applications which show the applicants to be ineligible for the examinations which they seek will be disapproved and retained in the files of the commission. An applicant is ineligible for an examination unless he meets all the requirements of that examination, as shown in this Manual, in the published notice of examination, or in the application blank.

**Sec. 21. Applications part of commission's records.**—Applications and all examination papers of competitors form part of the official records of the commission, and can not be returned to the applicants or competitors. Exhibits consisting of photographs, drawings, specimens of work, publications, or other material of a similar nature required in connection with certain examinations will be returned to competitors who are ineligible, to eligibles upon the expiration of the term of eligibility, and to appointees, upon request. Eligibles should not request the return of such material until the expiration of the term of eligibility, or until appointment is received.

**Sec. 22. What applicants should bring to examination room.**—Applicants must provide themselves in all examinations with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants for draftsman examinations will be allowed to bring tracing paper when so specified in the description of examination in this Manual or in the special announcement of examination, and applicants for the stenographer examination who intend to record the dictation exercises by means of mechanical devices may bring paper required for use with such devices. Five-place logarithmic tables will be furnished in all examinations where logarithmic tables are required. Handbooks and books of reference are not permitted in examinations unless specifically so stated on the examination sheets. Applicants for the



bookkeeper, draftsman, or other examinations requiring the use of implements, must furnish such implements for use in the examination room. Applicants for the typewriter or the stenographer and typewriter examination must provide typewriting machines and stands or tables. Typewriting machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

**Sec. 23. Caution against haste and carelessness.**—Many applicants fail to properly execute their applications, or fail in the examinations, not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. Great care should be exercised in completing the application to see that every requirement has been fully complied with. In the examinations, while competitors must complete their work within a prescribed time, it is ample for the careful consideration of every question given. Applicants should be careful to see whether any questions are printed on the back of the examination sheet.

**Sec. 24. False statements in application.**—Under sections 5392, 5418, and 5479, Revised Statutes of the United States, any false statement in an application, alteration of a voucher or certificate, or the presentation to the commission of any such paper, is a violation of the law. A number of persons guilty under the statutes mentioned have been convicted. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statutes.

**Sec. 25. Reexamination.**—A person who passes in an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, whether or not the competitor has been three times certified. This does not apply to a person who has been examined for one of the four general branches of the service (Field, Isthmian Canal, Philippine, and Departmental) and who desires examination for another of those branches. (See sec. 18.) A person who has been notified of failure to pass in an examination may, upon filing a new application in due time, enter the next examination when held. Reexamination other than that named above will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice.

When an eligible is again examined for the same register, an eligible average percentage attained in the reexamination will cancel the former eligibility. If an eligible average percentage is not attained in the reexamination the former eligibility will not be affected. Reexamination will not be allowed during the same series of examinations as that of the original examination.

A person who is not eligible as both stenographer and typewriter, but whose name is on either register for the Departmental or Field Service, may be again examined in the subjects of the other examination upon filing a new application, on any of the dates or at any of the places in the schedule, subject to the limitations as to residence and domicile indicated in section 17 if the examination is for the Departmental Service. (See secs. 7 and 236.)

Occasionally examinations are held especially to fill temporary vacancies in stenographer and typewriter positions in the Departmental Service at Washington, D. C. A person examined for a permanent stenographer and typewriter position can not be examined within approximately one year for temporary appointment unless he has

been notified of his failure in the examination for permanent appointment, because, if he so requests, he may become eligible for either permanent or temporary appointment as a result of the examination for permanent appointment. A person examined for a temporary stenographer and typewriter position may be examined for permanent appointment at any examination held. A second examination for temporary appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for temporary appointment, and a second examination for permanent appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for permanent appointment.

In case of reexamination, all subjects of the examination must be taken.

**Sec. 26. Transfer.**—The initiative in a transfer rests with the head of the department to which transfer is sought, and the authority of the commission is limited to determining the eligibility of the person for transfer upon the receipt of a requisition from the head of the department. The commission does not keep any register of persons eligible for transfer, and can not undertake to express an opinion in regard to the eligibility of any person for transfer, or to state whether an examination will be required, until it is in possession of all the facts in the case, presented by the head of the department. A person already in the service may take an open competitive examination for original appointment to any other position than the one he is occupying, and of a kind different from that which resulted in his appointment to the service, on the same basis as one outside of the service.

The legislative, executive, and judicial appropriation act, approved June 22, 1906, provides that it shall not be lawful thereafter for any clerk or other employee in the classified service in any of the executive departments to be transferred from one department to another department until such clerk or other employee shall have served for a term of three years in the department from which he desires to be transferred.

**Sec. 27. Reinstatement.**—Reinstatement is not a right given to the applicant, but is merely one of the ways by which an appointing officer may fill a vacancy.

The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for the certificate; but this limitation does not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an army nurse of either war.

The initiative in reinstatement rests with the head of the department in which the person formerly served, and the authority of the commission is limited to determining the eligibility of the person for reinstatement upon receipt of requisition for the reinstatement from the head of the department. Therefore no register of persons eligible for reinstatement is kept. A person seeking reinstatement should address his request through proper channels to the head of the department from which he was separated. The commission can not undertake to express an opinion in regard to the eligibility of any person for reinstatement, or to state whether an examination will be necessary, until it is in possession of all the facts in the case, presented through the head of the department.

**Sec. 28. Removal and reduction.**—The post-office appropriation act, approved August 24, 1912, provides:

"That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and

of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however*, That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof, shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or Member thereof, shall not be denied or interfered with."

**Sec. 29. Political assessments and political activity.**—Provisions of the Criminal Code prohibit the solicitation or receipt of political contributions by one officer or employee from another officer or employee, the payment of political contributions by one officer or employee to another, the solicitation or receipt of political contributions in Federal buildings, and discrimination on account of political contributions. Provisions of the civil-service rules forbid activity in political management or political campaigns by competitive employees, political discrimination, and political coercion. Form 1236, "Information concerning political assessments and partisan activity of Federal officeholders and employees," may be obtained from the commission upon request.

**Sec. 30. Working hours, leave of absence, sick leave.**—The law requires of all clerks and other employees of whatever grade or class in the executive departments at Washington, D. C., not less than seven hours of labor each day except Sundays and days declared public holidays by law or Executive order. These hours, now fixed at from 9 a. m. to 4.30 p. m. (including one-half hour for lunch at midday), may be extended by the head of an office if in his judgment the public business demands such action. Overtime is without extra compensation. Thirty days' annual leave, and in meritorious cases thirty days' sick leave, with pay, are allowed in the discretion of the head of a department. Inquiries relative to the duties of various positions, salaries, etc., should be made of the head of the department or office in which employment is desired, unless such information is contained in the printed matter furnished by the commission.

**Sec. 31. Training and experience.**—In certain examinations in which training and experience constitute 10 per cent or more of the examination, applications must be filed with the commission in complete form at least 10 days in advance of the examination to permit of their being rated on this subject so that the commission may notify applicants whether they are entitled to be admitted to the examination.

If the subject constitutes 25 per cent or more of the examination, applicants must have had sufficient training and experience to entitle them to a rating of 70 or more in this subject or they will not be admitted to the examination; if the subject constitutes less than 25 per cent of the examination, they will be admitted if they attain a rating of 60 or more. In the descriptions of the examinations to which this requirement applies reference is made to this section.

For admission to certain examinations applicants are required to show in their applications that they are qualified in training and experience as indicated below under (a) or (b).

(a) Graduates from reputable technical schools. An institution which fulfills the following requirements is regarded as a reputable technical school: Any technical school which is empowered to grant degrees and whose course covers not less than three years, each school year extending over not less than eight months. This applies to all branches of engineering and architecture.

(b) Applicants who present *prima facie* evidence of having acquired a sufficient knowledge of mathematics, mechanics, and the physical sciences, but have not obtained a degree as above specified, and who have not less than three years' practical experience, will be placed on the same footing as those who meet the specifications in (a).

(c) Applicants who fail to meet the specifications set forth in (a) and (b) will not be admitted to any examination requiring first-class elementary training, but will be admitted to all other examinations for which their experience fits them, in the judgment of the commission.

**Sec. 32. Two or more members of family in public service.**—The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the service.

A person shown by his application to have not more than one member of his family employed in the service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the commission when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

**Sec. 33. Entrance salaries and conditions of employment at Indian schools.**—The employees at Indian schools appointed from the eligible registers of the commission usually comprise the following: Physician, teacher, manual-training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, farmer, shoemaker, carpenter or general mechanic, tailor, engineer, and such other special employees as may be designated.

The object of the schools is to prepare the Indian youth for the duties, privileges, and responsibilities of American citizenship by training them in the industrial arts and developing their moral and intellectual faculties. The conditions of life at these schools differ from ordinary school or home life in that most of the schools are located at points remote from large cities, although usually within reasonable distance from the smaller towns. For this reason employees must look to themselves and to their co-workers for the means of recreation, but the Indian Office cooperates with employees in every way possible to provide means for social pleasure. Employees are desired who are interested in their work and who are willing to devote their whole time to the duties of their positions, and when emergencies arise to cheerfully render such services as may be required in addition to the duties usually attached to their positions. The duties include instruction in the particular line of work upon which the employee is engaged.

The usual entrance salaries are as follows: Physician, \$900 to \$1,100 a year; teacher (boarding school), \$540 to \$600 a year; manual-training teacher, \$600 a year; matron

of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however*, That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof, shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or Member thereof, shall not be denied or interfered with."

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(b) Applicants who present *prima facie* evidence of having acquired a sufficient knowledge of mathematics, mechanics, and the physical sciences, but have not obtained a degree as above specified, and who have not less than three years' practical experience, will be placed on the same footing as those who meet the specifications in (a).

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The usual entrance salaries are as follows: Physician, \$900 to \$1,100 a year; teacher (boarding school), \$540 to \$600 a year; manual-training teacher, \$600 a year; matron

er seamstress, \$480 to \$300 a year; field matron, \$600 to \$340 a year; nurse, \$720 a year and laundry of uniform; farmer or industrial teacher, \$720 to \$1,000 a year, and promotion to \$1,500 will be possible where the appointee possesses the peculiar kind of ability which the Indian Service is seeking; cook or baker, \$500 a year; laundress, \$500 a year; shoemaker, \$600 a year; carpenter or general mechanic, \$720 to \$900 a year; tailor, \$600 to \$720 a year; engineer, \$600 to \$900 a year. The higher-salaried positions are usually filled by promotion.

Day-school teachers are usually paid \$72 a month for ten months in the year, although at a few of the schools the entrance salary is \$60 a month for ten months in the year. At the day schools a housekeeper is also appointed at \$30 a month for ten months in the year, who may be the wife of the teacher.

There is excellent opportunity for appointment to the positions of cook, laundress, teacher, nurse (female), and steam engineer, as the supply of eligibles for these positions is not usually equal to the demand. The opportunity for appointment of farmers having a knowledge of irrigation is especially good.

Each applicant is required to furnish with his application a medical certificate showing him to be in good health and free from tuberculosis in any and every form. An applicant for the trained-nurse, field-matron, physician, or farmer examination is required to submit to the examiner, on the day he is examined, a photograph of himself taken *within two years*. No person will be appointed who is unable to speak the English language.

Quarters are usually provided for the employees and are assigned by the superintendent of the school, but at some of the schools the accommodations are limited and two or more persons must occupy one room, so that employees with families may be required to content themselves with space accordingly. Some of the day schools are not located at the headquarters of the agency, and in these quarters may be provided for the teacher.

At each boarding school there is a common "mess" for all employees, the cost of which to each employee ranges, at the different schools, from \$10 to \$15 a month. It will thus be seen that while the entrance salaries for positions in the Indian School Service are somewhat less than salaries paid for like positions elsewhere, the cost of living is considerably less, so that the actual compensation is greater than that indicated by the entrance salaries attached to the positions.

Leave of absence with pay may be granted in the discretion of the Commissioner of Indian Affairs, not to exceed 30 days in any calendar year, and is usually granted during the school vacation.

The minimum age limitation for dairyman, farmer, gardener, physician, and industrial teacher (male) is 21 years; for housekeeper, matron, and seamstress, 24 years; for field matron and industrial teacher (female), 25 years; for bookkeeper, clerk, stenographer and typewriter, 18 years; for all other positions, 20 years. The maximum age limitation, unless otherwise stated under description of examination, is 50 years.

Appointees will be required to pay their own traveling expenses to the places where they are to be employed, and the salary begins on the day an employee enters upon duty at the school. The department can not advance money to pay the expenses of an appointee to his place of employment.

The duties of employees in the Indian School Service are of such a character as to require perfect physical health. No applicant who is encumbered with the care of infants or invalids, or is in any way hampered in giving to the Government his full time and best service, should enter the Indian Service.

The Indian Office prefers not to appoint persons who have children or other dependents who would have to live with them at the agency or school, although at some schools there are sufficient quarters to accommodate children of employees, and such applicants for appointment who will find it necessary to have families with them at the school will be assigned to these places, provided it appears that the chil-

dren will not hinder the employee in the performance of his duties. Each applicant must attach to his application a statement showing the number in his family and the number that will require accommodations at the Indian school or agency in case the applicant receives appointment. Vacancies in mechanical trades positions will be filled from the registers established for the Departmental Service. For information relating to clerical positions application should be made to the district secretary of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 34. Information concerning conditions of employment in the competitive classified service under the Isthmian Canal Commission.**—Persons examined for positions on the Isthmus will not be eligible for appointment, as a result of such examination, to positions in the United States or in the Philippine Service. For the further information of applicants and others, the following statement is published relative to conditions of employment on the Isthmus of Panama, under civil-service rules, by the Isthmian Canal Commission:

**AGE LIMITS.**—The age limits for all positions on the Isthmus of Panama under the control of the Isthmian Canal Commission and subject to civil-service examinations are 20 and 45 years, except trained nurse and timekeeper, the limits for which are 20 and 40 years, and physician, the limits for which are 21 and 40 years.

**EMPLOYEES WHOSE SALARIES ARE FIXED ON A MONTHLY OR ANNUAL BASIS, AND IN UNITED STATES CURRENCY.**—The salaries of such employees begin on the date of embarkation at port of departure from the United States. They will be required to pay all expenses of the journey to the port of departure, which expenses will not be refunded, but they will be granted free transportation from that port to the point of destination, which will include meals on the steamer.

All employees are provided with bachelor quarters free of charge immediately upon arrival on the Isthmus. Cooking is not allowed in bachelor quarters.

Such employees, unaccustomed to a tropical climate, may be granted, in the discretion of the head of the department in which employed, with the approval of the chairman, not to exceed six weeks' leave of absence with pay for each twelve months' service. An employee may defer this leave until his service is terminated, and if he serves twenty-two months continuously he may be granted not to exceed eighty-four days' leave with pay, provided his resignation is accepted to take effect at the expiration of such leave, or that he is to be discharged on account of reduction of force. Such employee who has deferred his leave and who is discharged on account of reduction of force may be granted, in addition to forty-two days' leave of absence with pay, three and one-half days' cumulative leave for each month's actual service in excess of twelve months to a total of not more than eighty-four days. If such leave is granted, an employee will be entitled to the Government rate each way on the steamers of the Panama Railroad Steamship Company operating between New York and Cristobal, which rate at the present time is \$30 for each adult. This grant of leave of absence is not to be considered a vested right, but is made to promote the welfare and interests of the service, and compensation for the period of leave will not be paid until the first pay period after the employee returns to the Isthmus and reports for duty, unless he has become separated from the service in the manner above outlined.

In the event of illness, an employee may be granted, upon the certificate of an authorized physician of the health department in the Canal Zone of his disability for work, and in the discretion of the head of the department in which employed, sick leave with pay, in addition to such other leave of absence as may be granted to him, such sick leave with pay continuing during disability, not to exceed fifteen days for each period of six months' continuous service. Such leave of absence on account of illness shall not be cumulative for more than thirty days.



Employees whose salaries are fixed on a monthly or annual basis will receive no extra pay for overtime work required of them.

**MEDICAL ATTENDANCE.**—Free medical and hospital attendance in case of illness is provided.

**RETURN TRANSPORTATION.**—Free transportation is provided to a port of the United States upon the termination, by or at the instance of the Isthmian Canal Commission, of satisfactory service, the character and length of such service to be determined by the head of the department in which employed.

**TRANSPORTATION OF FAMILIES.**—Members of the immediate families of employees will, upon request, when the exigencies of the steamship service permit, be granted the Government rate between New York and Colon on the steamers of the Panama Railroad Steamship Company. This rate at the present time is \$30 for each adult. No charge will be made for children under 6 years of age, and half rates will be charged for children between the ages of 6 and 12 years. Employees will not be permitted to take their families to the Isthmus until they have gone there first and secured quarters for them. The Isthmian Canal Commission does not obligate itself to furnish married or family quarters.

**ASSIGNMENT OF DUTIES.**—The assignment of duties is vested in the head of the department in which employed, and employees are expected to perform such duties as may be assigned them by competent authority. Services must be satisfactory to the head of such department. Persons appointed will be expected to proceed promptly to the Isthmus of Panama when tendered employment by the Isthmian Canal Commission.

**SALARY.**—The usual entrance salary for stenographers and typewriters on the Isthmus is \$1,500 a year; for clerks, \$1,200 a year.

**PHOTOGRAPHS REQUIRED OF APPLICANTS.**—Each applicant for the Isthmian Canal Service will be required to submit to the examiner, on the day he is examined, a photograph of himself, *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in connection therewith. *An applicant for the Isthmian Canal Service who fails to present a photograph to the examiner will not be admitted to examination. Tintypes will not be accepted.*

**PHYSICAL CONDITION OF APPOINTEES.**—The medical certificate is required in applications for this service. All appointees in this service are required to be physically sound and in good health. Eligibles selected for appointment will be subjected to a rigid physical examination at the port of departure by a physician in the employ of the Isthmian Canal Commission, or by one of the commission's physicians stationed at a number of the large cities throughout the United States who may be nearest or most conveniently reached from the appointee's home, the examination being free of charge. No appointee will be allowed to proceed to the Isthmus unless such examination shows him to be physically fit for duty in the Isthmian service. In case of rejection it will be necessary for the appointee to return to his home at his own expense.

Such diseases as rupture, *in any form*, piles, weak lungs or heart, venereal diseases of all kinds, aggravated varicocele and varicose veins, epilepsy, chronic alcoholism, deformed limbs, loss of fingers, defective eyesight and hearing (especially in railroad men), and other serious bodily defects, will be grounds for rejection. Persons who have slight defects in eyesight corrected by glasses should wear their glasses when presenting themselves for physical examination.

**POSITIONS ON THE ISTHMUS.**—All inquiries concerning examinations for competitive positions—clerk (all kinds, including timekeeper), bookkeeper, stenographer and typewriter, surgeon, physician, interne, trained nurse, and draftsman—under the Isthmian Canal Commission should be addressed to the United States Civil Service Commission, Washington, D. C. Inquiries relating to other positions on the

Isthmus of Panama should be addressed to the Isthmian Canal Commission, Washington, D. C. Persons residing on the Isthmus may obtain information concerning all positions by addressing the secretary of the board of civil-service examiners, Culebra, Canal Zone.

**Sec. 35. Information relative to employment in the Philippine civil service.**

**OPPORTUNITIES.**—The civil service of the Philippine Islands offers excellent opportunities to qualified persons, both in the matter of entrance salary and promotion. Under the operation of the civil-service law promotions may be made on the basis of merit from the lowest to the highest positions, and the records of the service indicate that qualified appointees have been rapidly advanced.

**AGE LIMITS.**—The age limits for the service are 18 and 40 years, unless otherwise expressly stated under description of examination.

**PHOTOGRAPHS AND MEDICAL EXAMINATION REQUIRED.**—Each applicant for the Philippine Service will be required to submit to the examiner, on the day he is examined, a photograph of himself, *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in connection therewith. *An applicant for the Philippine Service who fails to present a photograph to the examiner will not be admitted to the examination. Tintypes will not be accepted.*

The medical certificate in Form 2 must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. The medical officer should indicate his rank or official designation on such certificate. When it is impracticable by reason of the applicant's distance from a Government physician or a pension-examining surgeon to have the certificate executed by such a physician, it may be executed by any reputable physician. Such a person may be required to undergo another physical examination in case of appointment. *This certificate must not be executed by the family physician of the applicant.*

**TRANSFERS.**—Under the Federal civil-service rules, employees who have regularly served for three years in the Philippine civil service are eligible for transfer to similar positions in the Federal service. A person separated after three years' service without delinquency or misconduct may be reinstated for purpose of transfer, if no objection is raised by the Philippine authorities, at any time during his eligibility for reinstatement.

**CLOTHING.**—Americans usually dress in white drill suits. Those who go to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in that climate. Serviceable white cotton drill suits are made to order in Manila for about \$3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

**MEDICAL ATTENDANCE.**—At present medical attendance is furnished to employees in Manila without cost. A civil hospital has been established in Manila, to the first-class wards of which civil-service employees are admitted at a charge of \$1.50 a day, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay \$3 a day for room without bath and \$5 for room with bath.

**LEAVE OF ABSENCE.**—1. Regularly and permanently appointed officers and employees (excepting teachers), after at least two years' continuous, faithful, and satisfactory service, are granted—subject to the necessities of the public service—accrued leave of absence with full pay, inclusive of Sundays and legal holidays, for each year of service in accordance with the following schedule: Annual salary \$600 to

\$900 with board and quarters, or annual salary of from \$900 to \$1,800, 30 days; annual salary \$1,800 or more, 35 days. Leave accrues while on duly authorized leave. 2. Persons in the teaching service shall not be granted leave in accordance with the foregoing schedule, but in lieu may be granted leave on full pay during vacation periods. 3. An employee who has served three years or more may be granted permission to visit the United States, entitling him to half pay for 60 days in addition to the period of leave granted.

In addition to the leave mentioned, an employee, other than a teacher, who has served six months or longer and receives a salary less than \$1,000, may be granted 21 days' vacation leave, and an employee receiving \$1,000 or more, or a trained nurse, may be granted 28 days' vacation leave, such leave being in lieu of "sick leave." Absence of teachers, due to sickness, may be offset by their remaining on duty for an equal period during vacations.

**CONTRACT AND TRANSPORTATION.**—A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, 10 per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

There is no provision for the allowance of return transportation.

He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the islands: *Provided*, That he proceed directly to the islands; otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Governor General or proper head of a department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

**MISCELLANEOUS INFORMATION.**—No examinations are held and no appointments are made in the United States to fill ordinary clerical positions in the post office, custom-house, and internal-revenue services and in trades positions in the Philippines. Thus far no difficulty has been experienced in filling such positions through the appointment of Filipinos and of Americans residing in the Philippine Islands. It is useless for persons in the United States to seek appointment to positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with special qualifications such as those of a stenographer and typewriter, agricultural inspector, forester, etc.

Examinations for trades positions in the Bureau of Printing of the Government of the Philippine Islands are held only as the needs of the service require. This service requires men of all-round proficiency. They are designated "craftsmen instruc-

tors," and must possess ability to instruct Filipinos in all the specialties of the various trades, and besides must have executive ability. Only exceptionally well qualified men will be considered.

Applications for information concerning examinations for the Philippine Service should be addressed to the Civil Service Commission, Washington, D. C.

After a person has passed an examination for the Philippine Service, all correspondence relating to the question of his appointment to that service should be addressed to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C. All such persons should keep that bureau advised as to any changes occurring in their post-office and telegraphic addresses.

**Sec. 36. Civil-service districts.**—The commission has established twelve civil-service districts for convenience in holding examinations and making certifications for filling vacancies occurring in certain field positions, which comprise—

(a) Positions in classified post offices (except that of rural carrier, see sec. 225), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, Navy-Yard Service, and Custodian Service.

(b) The following positions in all field branches except the Quartermaster Corps (including the Forest, Immigration, Indian, Lighthouse, Public Health, and Steam-boat-Inspection Services; the Engineer and Ordnance Departments at large; the Weather Bureau, and the Bureaus of Animal Industry, Mines, and Standards, etc.):

Bookkeeper.  
Clerical.  
Minor clerical.  
Subclerical.  
Stenographer.  
Typewriter.  
Stenographer and typewriter.  
Telephone operator.

Elevator conductor.  
Messenger boy.  
Mechanical trades and similar noneducational positions (except Indian Service and other services for which regulations provide otherwise).  
Unskilled laborer (where labor regulations are in force).

(c) The following positions in certain field branches of the service:

Field clerk and mechanical draftsman, Reclamation Service.  
Forest clerk and computing clerk, Forest Service.  
Junior laboratory helper, Bureau of Standards.  
Matron, matron-interpreter, and guard, Immigration Service.  
Wireman and mechanical draftsman, Bureau of Mines.  
Law clerk-stenographer-typewriter, Department of Justice.  
Packer, Indian warehouses.  
Book sewer, U. S. Military Academy.

Mechanician, Medical Supply Depots.  
Mechanical-apprentice draftsman, and copyist draftsman, Engineer Department at large.  
Mechanical draftsman, apprentice draftsman, and apprentice, Ordnance Department at large.  
In the Quartermaster Corps: Messenger, stenographer, watchman, and the following noneducational positions: Positions in the harbor-boat service, engineer, forester, gardener, janitor, packer (at depots), rodman, warehouseman, and wheelwright.

Additional positions may be included in the district system when such action is deemed practicable and desirable.

Each district is in charge of a district secretary, who announces and holds examinations and establishes eligible registers for the positions enumerated above.

Information in regard to examinations for any of the services or positions mentioned in this section may be secured by addressing the secretary of the board of examiners at the headquarters of the civil-service district in which employment is desired. The location of each headquarters is shown below.

The districts are as follows:

*First district.*—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

*Second district.*—Headquarters, New York, N. Y.: New York, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union in the State of New Jersey.

*Third district.*—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren in the State of New Jersey.

*Fourth district.*—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

*Fifth district.*—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

*Sixth district.*—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

*Seventh district.*—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, Dekalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford in the State of Illinois.

*Eighth district.*—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

*Ninth district.*—Headquarters, St. Louis, Mo.: Kansas, Missouri, Oklahoma, Arkansas, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

*Tenth district.*—Headquarters, New Orleans, La.: Louisiana and Texas.

*Eleventh district.*—Headquarters, Seattle, Wash.: Wyoming, Montana, Oregon, Idaho, Washington, and Alaska.

*Twelfth district.*—Headquarters, San Francisco, Cal.: California, Nevada, Colorado, New Mexico, Arizona, and Utah.

The Commission is represented in Alaska by the Secretary, Board of Civil-Service Examiners, Customhouse, Juneau; in Hawaii, by the Secretary, Board of Civil-Service Examiners, Customhouse, Honolulu; in Porto Rico, by the Chairman, Porto Rican Civil Service Commission, San Juan.

## DESCRIPTIONS OF EXAMINATIONS.

**NOTE.**—Specimen questions of examinations are not given in this Manual except in connection with the grade subjects and the bookkeeper, stenographer, and typewriter examinations. In lieu of specimen questions heretofore printed of other examinations, especially technical ones, brief but definite descriptions are given, as far as practicable, of the scope of the different subjects. It is believed that these descriptions will furnish more satisfactory information relative to the character of the examinations than the former method of printing specimen questions, which, it was found in many cases, were misconstrued by applicants, who endeavored to make preparation for examinations along the limited lines of the particular questions furnished without regard to the general scope covered by the subjects of the examinations. No sample examination sheets or other specimen questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, containing sample questions of the railway mail clerk examination, will be furnished on request.

**Sec. 37. Preliminary instructions to competitors.**—At the beginning of every examination each competitor is given a preliminary sheet containing the following instructions. Other special instructions may be included. All instructions should be carefully read and followed.

“Fill out the blanks at the top of this sheet and all other sheets as they are issued to you. Read the instructions at the top of each sheet. Perform all work on these sheets in ink. Spoiled sheets will not be exchanged for new ones. See that you receive all the subjects mentioned below in their regular order.

“Your time is reckoned from the moment you receive the first numbered sheet. No allowance is made for time lost while out of the room. Do not leave the room without the permission of the examiner. Should you leave the room while working on a sheet, it will be taken up and not reissued to you. You are not limited to time on any sheet, unless specified on the sheet.

“Pencil may be used for preliminary work only on the scratch paper furnished by the examiner. When you are through with the scratch paper return it to the examiner.

“Examiners are forbidden to explain the meaning of, or to make remarks relating to, a question that may in any way assist in its solution. Necessary explanations will be made to the whole class.

“*You are forbidden to communicate with, give to or receive aid from, a fellow competitor, and to use helps in any form.* Before the examination hand to the examiner any helps that you may have. Evidences of copying or collusion may result in the cancellation of your papers and your debarment from future examinations. Copies of the questions are not to be made or taken from the examination room.

“Do not fail to answer questions on back of this sheet after all other sheets have been completed.”

**Sec. 38. Grade subjects.**—The general scholastic subjects of many examinations, such as spelling, arithmetic, letter writing, and copying, are of three grades or degrees of difficulty, known as first, second, and third grades, the first grade being the most difficult and the third grade the least difficult. These subjects are designated under the different examinations as “grade subjects.” In the descriptions of examinations comprising any of these subjects reference will be made to the particular grade of the subject comprised.

A description of the subjects of the grade examinations will be found in sections 40, 41, and 42.

**Sec. 39. Relative weights and method of determining average percentage.**—The different subjects in each examination are given relative weights according to their

importance. These weights represent the value of each subject in the whole examination. The method of obtaining the average percentage of an examination is as follows: Multiply the rating obtained in each subject by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage for that examination.

**Sec. 40. First-grade subjects.**—1. **SPELLING:** Twenty words of more than average difficulty. 2. **ARITHMETIC:** Fundamental rules, fractions, percentage, interest, discount, analysis, and statement of simple accounts. 3. **PENMANSHIP:** Rated on legibility, rapidity, neatness, and general appearance. 4. **REPORT WRITING:** Test in writing in letter form a report not more than 200 words in length, summarizing and arranging in logical order a series of facts included in a given statement of 400 or 500 words. 5. **COPYING AND CORRECTING MANUSCRIPT:** Test in making a smooth, corrected copy of a draft of manuscript which includes erasures, misspelled words, errors in syntax, etc. 6. **GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.**

The following questions and tests, which have been used, indicate the general character of these subjects:

**Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition as printed below. The competitor is required to write only the word and not its definition.

**Cylinder:** A long, round body. **Promissory:** Containing a promise; as, a promissory note. **Essential:** Necessary or indispensable. **Discernible:** Apparent or visible. **Opportunity:** A fit or convenient time. **Deceitful:** False or tricky. **Defence:** Respect or regard. **Insertion:** The act of placing in; as, the insertion of an advertisement. **Facilitate:** To make easy; as, to facilitate business. **Schenectady:** A city of the United States. **Adjacent:** Lying near or bordering on. **Souvenir:** A token of remembrance. **Conceding:** Yielding or giving up; as, conceding a point. **Lineage:** Line of descent or ancestry; as, of royal lineage. **Deleterious:** Harmful or injurious; as, deleterious to health. **Horizontal:** On a level. **Patrimony:** An estate inherited from one's father. **Certificate:** A written testimony; as, a marriage certificate. **Reservoir:** A place of storage; as, a water reservoir. **Privilege:** A right; as, the privilege of voting.

**Arithmetic.**—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.," after the answer to each problem.

1. This question comprises a test in adding numbers crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added. 2. Multiply  $3\frac{1}{4}$  by 20.73, divide the product by 6.91 and to the quotient add the difference between  $7\frac{1}{2}$  and  $98\frac{1}{16}$ . Change all common fractions to decimals and solve by decimals. 3. New Brunswick has 66,224 pupils enrolled in her elementary schools out of a population of 397,344. Saskatchewan has 36,225 pupils enrolled out of a population of 239,800. If the same per cent of the population were enrolled in Saskatchewan that is enrolled in New Brunswick, would Saskatchewan have to increase or decrease her present enrollment, and by how many per cent of the present enrollment? 4. A public square is surrounded by a walk which contains an area of 1 acre and is 2 rods wide, the walk being entirely outside of the square. What is the area of the square? 1 acre = 160 square rods. 5. Make an itemized statement of the following account as it should appear taken from the books of Vogel & Son; make a proper heading; close the account; and bring down the balance as it should have appeared June 1, 1911: During the month of May, 1911, Vogel & Son had the following transactions with Benton Van Riper: May 1, he owed them on account \$59.80. May 2, he gave them his note due in 10 months for \$42, receiving credit for its present worth, \$40. May 4, he sold them 648 pounds pork at 12½ cents per pound. May 5, he bought of them 216 bushels wheat at 97½ cents per bushel. May 22, he sold them 75,850 bricks at \$9.40 per thousand. May 16, he transferred to them by indorsement a note given him by John Doe, face of note \$900; accrued interest to date, \$36. May 23, he bought of them 880 pounds pork at 12½ cents per pound, agreeing to pay freight also at 18½ cents per 100 pounds, the freight to be prepaid by them. May 31, they sold him 14,560 pounds coal at \$6.90 per ton of 2,240 pounds.

**Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fourth subject—report writing. No particular style of penmanship is preferred.

**Report writing.**—In this exercise the competitor is given a loose statement of facts, 400 to 500 words in length, which he is to summarize and arrange into a logical and complete report in the form of a letter of not more than 200 words.

This exercise is designed to test the competitor's knowledge of simple English composition and his general intelligence. In rating the report, its errors of form and address, spelling, capitalization, punctuation, syntax, and style, and the arrangement, conciseness, and completeness of the report are considered.

*Copying and correcting manuscript.*—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

*Directions to the competitor:* Write a corrected copy of the manuscript herewith. Correct all errors in syntax, spelling, punctuation, and capitalization, write in full abbreviated words, etc., as indicated. Do not change or paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.

One of the best and cheerfull signs of Amer. intrest in matters other than purely material is the <sup>rapid</sup> ~~great~~ increase of commercial buildings, which are artistic. Hotels ~~and~~ ~~are~~ are more lavishly beautified than ordinary business buildings, but this is as it shall be, since hotels are only the homes that many persons have. Business structures, however, are receiving more & more atention, being now decorated to a <sup>extent</sup> ~~degree~~ which seemed absurdly wasteful not long ago. That a railway co. should interduce decorative and ceramic art "into its power-house e.g. can not result in <sup>any</sup> immediate <sup>cash, profit</sup> ~~dividends~~, yet that is what one railway co. ~~did~~ has done. Located in the heart of a dingy & deserted <sup>slum</sup> district of the ~~abuse~~, there is a great building of the finest white stone, designed by one of <sup>the</sup> Amer. <sup>best</sup> architects, of which Amer. can <sup>claim</sup> ~~boast~~. It is simple, though neither plain or severe, dignified and beautiful, and can not fail but to have an uplifting <sup>and</sup> ~~beneficent and insupportably good~~ affect upon the neighborhood.

*Geography and civil government of the United States.*—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The



largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, Superior. 4. (a) How are justices of the Supreme Court appointed? (b) How many amendments have been added to the Constitution of the United States? 5. (a) Name two ways in which a bill may become a law without the President's signature. (b) Name the following officials: Speaker of the National House of Representatives; Chief Justice of the United States; Secretary of State.

**Sec. 41. Second-grade subjects.**—1. **SPELLING:** Twenty words of average difficulty in common use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers, and common and decimal fractions. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting. 6. **GEOGRAPHY:** Questions relating to the boundaries of States and to capitals, largest cities, rivers and other bodies of water, and the location by States of prominent cities.

The following questions and tests, which have been used, indicate the general character of these subjects:

*Spelling.*—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Opponent:* One who opposes; as, a political opponent. *President:* The Chief Executive of the United States. *Conqueror:* One who conquers. *Wholesome:* Healthful; as, wholesome food. *Achieve:* To gain; as, to achieve success. *Tranquil:* Quiet or peaceful. *Detach:* To separate or remove; as, to detach a leaf from a book. *Expensive:* Very costly. *Decease:* Death; as, a person's decease. *Noticeable:* Worthy of notice; as, a noticeable occasion. *Suspicious:* Exciting suspicion; as, a suspicious circumstance. *Terrace:* A raised bank of earth. *Rapping:* Making a number of quick blows. *Language:* The speech of a people; as, the English language. *Schedule:* A list or inventory; as, a schedule of prices. *Tying:* Binding or fastening with a cord. *Vulgar:* Low or mean. *Course:* A way or track; as, a race course. *Salary:* A stated allowance paid for services. *Chicago:* A city in the United States.

*Arithmetic.*—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. Add the following (here will be given a short column of figures) and subtract 1,364,697,029 from the sum. 2. Multiply .844 by 904 and divide the product by .4682. Change the  $\frac{2}{3}$  to a decimal before multiplying and solve by decimals. 3. A man bought a farm of 97 $\frac{1}{2}$  acres. He then sold 20 $\frac{1}{2}$  acres at a loss of \$67.50, receiving \$1,848.50 for the part sold. How much money did the entire farm cost him? 4. A jeweler paid \$201.60 for old gold at \$1.20 per pennyweight, and made it into rings weighing 8 $\frac{1}{2}$  pennyweights each. He sold the rings at \$6.50 each. How much more money did he get for the rings than he paid for the gold? 5. A man cut 98 boards, each 18 feet long and 16 inches wide, into palings each 3 feet long and 2 inches wide. He sold the palings for \$2.50 per hundred. How much money did the palings bring? Make no allowance for saw cuts.

*Letter writing.*—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter of not less than 125 words giving your views as to the advantages derived from free public libraries in the principal cities of your State.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

*Penmanship.*—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

*Copying from plain copy.*—N. B.—Paragraph, spell, capitalize, and punctuate precisely as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

*Make an exact written copy of the following:*

The Government, no less than commercial enterprises, is benefited by the courtesy and decorum of officials and employees alike. The word gentleman is a homage to personal and incommunicable properties. The gentleman is a man of truth and in nowise dependent and servile. Beyond this fact of truth and real force, the word denotes good-nature or benevolence: manhood first, and then gentleness. Such a person is capable of taking the lead, yet has a broad sympathy which puts him in fellowship with crowds and makes effective his leadership. The man of bullying tendencies

toward those less fortunately situated will fall of that effective leadership accorded gentlemen.<sup>1</sup> Good manners may possibly show themselves formidable to the uncultivated man, but nevertheless aim to facilitate life and thus aid in dealing with people and in conversation.

*Geography.*—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north, two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan, the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. (a) Name the capital of each of the following-named States: Washington, Michigan, Arkansas, Maryland, Massachusetts; (b) Name the most populous city in each of the following-named States: Pennsylvania, Oregon, Vermont, Louisiana, Illinois. 4. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, and Superior.

**Sec. 42. Third-grade subjects.**—1. **SPELLING:** Twenty simple words in ordinary use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting.

The following questions and tests, which have been used, indicate the general character of these subjects:

*Spelling.*—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Sugar:* A sweet substance made from the juice of the sugar cane. *Pledge:* Something given as security. *Cashier:* One who has charge of money in a bank. *Figure:* A mark representing a number. *Carrying:* Conveying or transporting in any way. *Breadth:* The measure from side to side. *Sheet:* The amount of paper made in one body or piece; as, a sheet of paper. *Easily:* In an easy manner. *Frontier:* The border or limits of a country. *Patience:* The state or quality of being patient. *Guess:* The act of guessing; as, to guess at one's weight. *Threat:* The act of threatening, as, to make a threat. *Diamond:* A precious gem. *Visit:* To go to see, as, to visit a friend. *Repair:* To mend or make over; as, to repair clothes. *People:* The body of persons composing a nation, as, the American people. *Require:* To be in need of; as, to require money. *Grease:* Soft animal fat. *Answer:* To reply to; as, to answer a letter. *Exist:* To live, as, to exist in poverty.

*Arithmetic.*—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. (This question will consist of a short column of figures to be added.) 2. Divide 2,408,568 by 4,732. 3. Multiply 8,643 by 608, and then subtract 98,746. 4. A merchant who spent \$225, bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at \$2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? 5. During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

*Letter writing.*—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter containing not less than 100 words stating some of the advantages now derived by mankind from the art of printing.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

*Penmanship.*—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

*Copying from plain copy.*—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

*Make an exact written copy of the following:*

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters, the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service it will still be the duty of the department to transmit telegrams for the press at much lower rates than for private individuals.

**Sec. 43. Mechanical trades and other noneducational examinations for the Departmental and Indian Services.**—Application blanks for these examinations may be obtained from, and applications may be filed with, the United States Civil Service Commission, Washington, D. C., at anytime. No educational tests are required, and it will not be necessary for applicants to appear at any place for examination. Age, except where otherwise indicated, 20 years or over for the Departmental Service and 20 to 50 years for the Indian Service. Applicants who desire to apply for more than one position must file a separate application for each position desired. These examinations are primarily for the Departmental Service and the Indian Service, but eligibles may also be certified to other branches of the service. For a list of similar positions in the Engineer Department at large, see section 129; Lighthouse Service, see section 183; Navy-Yard Service, see section 201; Ordnance Department at large, see section 203; Quartermaster Corps, see section 221. An application for any mechanical trade or other noneducational position in the Departmental or Indian Service, other than those indicated in this Manual, will not be accepted until an examination for such a position is announced.

In writing for application blanks applicants should state specifically the name of the position for which they desire to apply.

Applicants for these examinations, except for the Indian Service, may sign their applications by mark if unable to write. Applicants for the Indian Service must execute their applications in their own handwriting and be able to speak the English language.

An applicant for a position in the Indian Service must attach to his application a statement showing the number of persons in his family who will require accommodations at the Indian school or agency in case the applicant receives appointment.

Each applicant for employment in the Departmental Service in the District of Columbia, except for the positions named hereafter in this paragraph, will be required to furnish the certificate of an officer, under his official impression seal, of the county of which the applicant claims to be a bona fide resident, showing that the applicant is at the time of making the application an actual bona fide resident of such county and the length of time he has been a resident thereof. An applicant failing to furnish such certificate or whose application fails to show that he has been a bona fide resident of and actually domiciled in the State claimed for at least one year next preceding the date of the application will not be certified for appointment in the apportioned Departmental Service in Washington, D. C. The following-named positions are not included in the apportioned service: Plate printer, canvas worker, leather worker, sewer, gardener, engraver, carpenter, cabinetmaker, painter, and plumber.

Applicants are requested to state in their applications the minimum salary they are willing to accept and also the localities in which they will accept appointment.

*As stated, no educational tests are required, but the following subjects are considered: Physical ability, and training and experience. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training and experience, 60.* The information on which the ratings are based must be furnished by the applicant in the application and examination blank. Care should be taken to furnish accurate and complete information in order that a sufficient basis may be had for rating the papers. Each question in the application and vouchers must be fully answered. The method of rating the different subjects of these examinations is as follows:

(a) **PHYSICAL ABILITY.**—An applicant without apparent physical disqualifications is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made proportionate deduction will be made from 98, according to the nature of the defects or disqualifications.

(b) **TRAINING AND EXPERIENCE.**—This subject will be rated upon the statements made by the applicant in his application, as corroborated by his vouchers and

references. Consideration will be given to the date, length, quality, and character of the training and experience shown, and special consideration will be given experience which is continuous and recent. Applicants in stating their experience should account for all of the time since they were first employed. No competitor will be eligible who fails to attain a rating of at least 70 per cent in this subject. Should a competitor fail in this subject, no credit will be given for physical ability.

In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendations other than those called for by the commission will be considered.

All competitors rated at 70 or more for the entire examination will be eligible for appointment, and their names will be placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more will be placed above those of persons who have not been allowed such preference.

Registers will be established quarterly, or more frequently if the needs of the service require it. Applications for the Departmental and Indian Services, to receive consideration for any particular quarter, must be filed in *complete form* not later than the 15th of March, June, September, or December, as the case may be. The registers, except where otherwise indicated, will be made up on or soon after the first of the next succeeding month. The period of eligibility is one year from the date of entering a name upon a register.

Application and examination form 1800 will be required for the following-named positions:

Baker.	Laundress.
Blacksmith.	Leather worker.
Blacksmith and horseshoer.	Machinist.
Blacksmith and wheelwright.	Mason (brick and stone).
Cabinetmaker.	Painter.
Canvas worker.	Plate cleaner.
Carpenter.	Plumber.
Cook.	Sawyer.
Dairyman. (Age, Indian Service, 21 to 50 years.)	Sewer.
Fireman (stationary).	Shoemaker.
Gardener. (Age, Indian Service, 21 to 50 years.)	Tailor.
Harness maker.	Toolmaker.
	Wheelwright.

**Sec. 44. Specially announced examinations.**—In addition to the regularly scheduled examinations mentioned in this Manual, the commission is called upon very frequently to hold extra or specially announced examinations to fill positions of a technical or scientific character in which vacancies occur only at infrequent intervals, or for newly classified positions for which registers have not been established. When such examinations are to be held, they are announced in the widest possible manner in the effort to secure a sufficient number of applicants. Examinations of this kind are not held until eligibles are needed, and the commission can give no idea until that time as to the examination subjects. Such subjects are not decided upon and the questions prepared until the examinations are announced. Applications, which must be on the prescribed forms of the commission, will not be accepted for examinations of this character until they are announced. It is useless, therefore, to request the commission to furnish application blanks for this purpose unless announcement of the examination desired has been published.

Persons who have special or technical qualifications and who desire to compete in examinations requiring such qualifications, and who advise the commission of the

kind of examination desired, may have their names placed on file. Then, when an examination of the kind desired is to be held, the commission will endeavor to notify all persons who have so requested.

Examinations mentioned in this Manual as probably to be held in the fall of 1914 will not be held before that time unless the needs of the service so require, in which event they will be specially announced; otherwise they will be announced in the Manual for the fall, which may be secured upon application after July 15.

**Sec. 45. Acting assistant surgeon, Public Health Service.**—(See Physician examination, sec. 207.)

**Sec. 46. Agricultural inspector, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate. The examination will comprise certain obligatory subjects and the optional subjects named below.

Applicants must select one or more of the optional subjects. **THEY MUST SPECIFY IN THEIR APPLICATIONS, IN ANSWER TO QUESTION 1 OF FORM 2, ALL OF THE OPTIONAL SUBJECTS IN WHICH THEY WISH TO BE EXAMINED AND MUST DELIVER TO THE EXAMINER ON THE FIRST DAY OF THE EXAMINATION THE REQUIRED THESIS OR THESES.** The optional subjects are as follows: (1) AGRONOMY; (2) DAIRYING; (3) FARM ORGANIZATION; (4) FORAGE CROPS; (5) PLANT BREEDING.

The examination tests are identical with those in the same subjects in the scientific assistant examination (see sec. 227). The requirements of the examination are also the same as for scientific assistant. Entrance salary, \$1,400 per annum. (For further requirements see sec. 35.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 47. Aid, Coast and Geodetic Survey.**—The position of deck officer will also be filled from this examination. Age, 18 to 25 years; application form, 1312; time allowed, two days of six hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. The medical certificate in the application for this examination must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. *This certificate must not be executed by the family physician of the applicant.* The medical officer should indicate his rank or official designation on such certificate.

No one will be permitted to take the mental examination who has any defect of sight or other physical defect. After an eligible has received an appointment and before he is permitted to take the oath of office, he may, at the discretion of the Superintendent of the Coast and Geodetic Survey, be required to pass an additional physical examination before an officer of the Public Health Service.

Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS:** Including geometry (plane and solid), algebra, trigonometry, analytics, and the elements of calculus, 15; **PRACTICAL COMPUTATIONS:** Involving the use of logarithmic tables, 15; **ASTRONOMY:** Elementary questions in spherical and general astronomy, with special reference to determination of latitude, longitude, and azimuth, and use of field instruments, 10; **PHYSICS:** Elementary questions in optics, magnetism, etc., 10; **SURVEYING:** Elementary questions in plane and geodetic surveying, and use of field instruments, 10; **MODERN LANGUAGES:** Competitors may select one of the following: French, German, Spanish. Extracts of about 125 words are given for translation into English, 10; **DRAWING AND DESCRIPTIVE GEOMETRY:** A short test in topographic drawing and lettering is given with elementary questions on the principles of projection, 10; **TRAINING AND EXPERIENCE,** rated on application form, and corroborative evidence, 20.

The supply of eligibles for this position has not been equal to the demand.

Applicants should come to the examination room provided with two small triangles, right-line pen, drawing ink, pens, and tracing paper, for use in the examination on the subject of drawing and descriptive geometry. A slide rule may be used in connection with the work in the subject of practical computations.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 48. Aid, Lighthouse Service.**—Age, 21 to 30 years; application form, 1312, including the medical certificate; time allowed, two days of seven and four hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, 30; CIVIL, MARINE, OR MECHANICAL ENGINEERING OR NAVAL ARCHITECTURE (ship work), 30; MECHANICAL OR ARCHITECTURAL DRAWING, 20; TRAINING AND EXPERIENCE, 20.

The questions in this examination will be such as any competent graduate in civil or mechanical engineering should be able to answer satisfactorily.

Applicants who are graduates in civil or mechanical engineering or who are in their senior year in the civil or mechanical engineering course of a technical school, or those who have had at least three years of satisfactory practical engineering experience in addition to a good general education, will be admitted to this examination; those whose education or experience does not fulfill any one of these minimum requirements will not be admitted. Higher ratings in training and experience will be given those who are graduates, who are graduates with experience, or who have had more extended practical experience.

The salary of aids in the Lighthouse Service is \$1,380 a year. It is the intention of the Lighthouse Bureau to appoint to this position with the view of training appointees to fill the positions of assistant superintendent and superintendent by promotion when vacancies in these positions occur. Appointees will be assigned to duty at the Lighthouse Depot, Tompkinsville, Staten Island, N. Y., at first.

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 49. Animal husbandman, Bureau of Animal Industry, Department of Agriculture.**—The senior animal husbandman examination will be held only when eligibles are needed. (See sec. 44; also Scientific assistant examination, sec. 227.)

**Sec. 50. Apprentice fish culturist, Bureau of Fisheries.**—Age, 20 to 40 years; application form, 1312; time allowed, five and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 25; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); TRAINING AND EXPERIENCE, 20.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for high-school or college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Laborer, \$600 to \$900 a year; laborer, car service, \$720 a year; and skilled laborer, \$720 to \$960 a year.

Persons appointed as a result of this examination will not be eligible for promotion to higher grades until they have passed the fish-culturist examination. (See sec. 140.)

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 51. Apprentice map engraver.**—Age, 16 to 18 years. A person who is serving his apprenticeship or is undergoing training as a map engraver will be permitted to file an application for apprentice map engraver without regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for

certification and selected during that period. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 35. Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time, it will be announced.

**Sec. 52. Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing.**—Age, 16 to 18 years; application form, 304, including medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); ELEMENTARY PHYSICS, 20; MECHANICAL DRAWING, 35.

Applicants must have had theoretical and practical training of a mechanical character in metal work, such as is usually acquired in manual training schools or similar institutions or in occupations that give training in the handling of tools and machinery requiring great precision and accuracy in measuring and adjustment. Applicants whose training has been acquired in schools must furnish certificates from the school authorities showing the character of the work done and the proficiency attained by the student. Other applicants must furnish vouchers of employers as to their attainments acquired in private establishments.

Competitors must provide themselves with drawing board, ink, triangles, scales, and other necessary material except paper.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

**Sec. 53. Apprentice plate printer, Bureau of Engraving and Printing.**—Age, 16 to 18 years. No person will be certified for appointment to the position of apprentice plate printer who has reached his eighteenth birthday. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all third grade, see sec. 42); TRAINING AND EXPERIENCE (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought), 25.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time, it will be announced.

**Sec. 54. Architectural designer, Supervising Architect's Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 55. Assistant, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on March 11, 1914.

Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed for the required subjects, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Three hours will be allowed for each optional subject taken. The order in which the optional subjects will be

given will be determined at the time of the examination and can not be furnished in advance.

The required subjects of examination and relative weights on a scale of 100 are as follows: **THESIS**, 500 words to be written on one of two topics given, 20; **CORRECTION OF ROUGH DRAFT MANUSCRIPT**, 200 words, 15; **MATHEMATICS**, arithmetic, algebra, including quadratics, and plane geometry, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, 15; **GENERAL HISTORY AND GEOGRAPHY**, 10; **COLONIAL GOVERNMENT AND ADMINISTRATION**, general questions, 10; **POLITICAL ECONOMY**, general principles, 5; **TRAINING AND EXPERIENCE**, 10.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the required subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state in answer to Question 1 of his application the optional subjects in which he desires examination.

(1) ACCOUNTING, expert; (2) AGRICULTURE; (3) AUDITING OF ACCOUNTS, practical questions on; (4) BOOKKEEPING, tests in journalizing and making a balance sheet; (5) BOTANY; (6) CHEMISTRY; (7) CIVIL ENGINEERING; (8) EDUCATIONAL METHODS; (9) ELECTRICAL ENGINEERING; (10) FINANCE; (11) FORESTRY; (12) GEOLOGY; (13) HIGHER MATHEMATICS, up to and including calculus; (14) LANGUAGE, Spanish; (15) LAW, common; (16) LAW, international; (17) LAW, Roman or civil; (18) LAWS, land, of the United States; (19) LAWS, mining, of the United States; (20) MECHANICAL ENGINEERING; (21) MINERALOGY; (22) MINING ENGINEERING; (23) PHYSICS; (24) THEORY AND PRACTICE OF STATISTICS.

The maximum rating attainable in each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Eligibility in the optional subjects tends to increase the prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required subjects, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Bureau of Forestry requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The majority of the assistant eligibles are considered for positions in the Bureau of Education. Most of the eligibles resulting from this examination who have the necessary qualifications of a teacher and are willing to accept appointment as such are selected. The work of the American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed



advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades nearly all appointments from this register are being made at an entrance salary of \$1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of bureaus or offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools. (For further requirements, see sec. 35.)

**Sec. 56. Assistant dairyman.**—This examination will be held only when eligibles are needed. (See sec. 44.) The position of dairy inspector will be filled from this examination.

**Sec. 57. Assistant engineer, Reclamation Service.**—Age, 25 to 45 years; application form, 1312. The medical certificate in the application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Applicants for the position of assistant engineer must have had at least four years' practical experience in engineering. A technical training in college will be counted as two years' experience. Time allowed, two days of seven and three and one-half hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 15; TRAINING AND EXPERIENCE, 40.

The tests in the first three subjects are identical with those given in the examination for junior engineer (see sec. 170). The rating in training and experience will be based upon general experience in civil engineering and technical description in detail of some important work upon which the competitor has been engaged. This description may be prepared afterwards and mailed to the commission within five days after the examination, or, if the competitor desires, he may prepare it in the time remaining on the second day.

Applicants whose training and experience is found insufficient for this examination may be admitted to the junior engineer examination if the training and experience shown is sufficient for that examination.

From this examination an eligible list will be established from which to appoint assistant engineers at salaries of \$1,500 a year and upward. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for assistant engineer may be placed on the register for junior engineer if his ratings are such as would render him eligible

in that examination. No person can be eligible on both registers at the same time from the same examination.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 56. Assistant examiner, Patent Office.**—Age 20 years or over; application form, 1312; time allowed, three days of six hours each. Subjects 1 and 2 will be given on the first day, subjects 3 and 4 on the second day, and subjects 5 and 6 on the third day. Subjects of examination and relative weights of subjects on a scale of 100: PHYSICS, embracing the requirements of a general college course, 20; MATHEMATICS, including one or two questions each in arithmetic, algebra, plane geometry, plane trigonometry, analytics, and differential calculus, 10; TECHNICS, covering the general field of mechanics, mechanic arts, industrial arts and processes, and applied chemistry, 20; CHEMISTRY, inorganic, including qualitative analysis, and elementary organic, 20; MECHANICAL DRAWINGS, 20; FRENCH OR GERMAN, 10.

A competitor must attain a rating of at least 40 in each subject of this examination and a general average of at least 70 in the whole examination in order to become eligible for appointment.

In physics, chemistry, and mathematics 10 questions are given, and in technics 15, of which the competitor is required to answer 5 only in each subject.

The following list will indicate works which may properly be consulted in preparing for the examination in technics, viz: Knight's Mechanical Dictionary, Appleton's Dictionary of Applied Mechanics, Wagner's Chemical Technology, Thorpe's Outlines of Industrial Chemistry, Dodd's and Ure's Dictionaries of Manufactures, Williams's How It Is Made, Williams's How It Works, and the current files of trade and technical periodicals. Under the subject "Mechanical drawings" the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case (1) describe the views, (2) the construction, and (3) the operation of the machine represented in such technical terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the Rules of Practice of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German" two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) A Scientific French Reader, by Alexander W. Herdler, published by Ginn & Co.; (2) A Scientific French Reader, by Francis Harold Dike, published by Silver, Burdett & Co.; (3) A Scientific German Reader, by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) A German Scientific Reader, by J. Howard Gore, Ph. D., published by Heath & Co. The competitor must select and make translations, without the aid of a dictionary, of any two of the exercises in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject, owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 56a. Assistant geologist, Geological Survey.**—(For description, see *Geologic aid*, sec. 146.)

**Sec. 59. Assistant inspector of boilers.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 185.)

**Sec. 60. Assistant inspector of hulls.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 186.)

**Sec. 61. Assistant observer, Weather Bureau (formerly observer examination).**—Unmarried men only will be admitted to this examination. Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PENMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 40) and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 in the subjects of meteorology and English composition on a meteorological subject, with the relative weights indicated, the remaining subjects will not be rated.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 62. Assistant topographer.**—(See Junior topographer, sec. 172, and Topographic aid, sec. 261.)

**Sec. 63. Attendant, Government Hospital for the Insane.**—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 64. Bookbinder (men only), Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1820; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Forms 304 and 1820, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in the most of these specialties. Applicants for bookbinder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 65. Bookkeeper (men only), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will not be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

## PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

*First exercise.*

**INSTRUCTIONS.**—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1905. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, \$7,800; cash in safe, \$2,687.50; merchandise, \$4,768; real estate, \$9,750; an account against William Rose, \$2,360; a note given by James Wilson for \$1,287.50, due in six months without interest, accounted at its present worth, \$1,250.

His liabilities were an account due John West, \$2,976; a note for \$900 due Arthur Moore, accrued interest to date, \$27.50; an acceptance at fifteen days for \$840, dated February 15, 1906, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros. merchandise, \$5,400. Gave in payment a note at six months, interest, \$90, included in face of note; face of note, \$3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, \$2,600. Received in payment the acceptance mentioned in liabilities, \$840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for \$13,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, \$600.

March 25. Bought of James Wilson, merchandise, \$2,400. Gave in payment his note mentioned in resources. Face of note, \$1,287.50; present worth, \$1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, \$3,900. Received in payment a sight exchange for \$800 on New York accepted at  $\frac{1}{2}$  per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in liabilities. Face of note, \$900; accrued interest to date, \$31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note \$900, discount \$24.

*Second exercise.*

From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, \$5,400; real estate, \$7,600; unused office stationery, \$39.75. The balance of the cash account, as shown by the ledger, was \$3,640, and the balance of the bills payable account was \$2,865. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), \$970; merchandise, \$12,800; real estate, \$8,000; Traders' Bank, \$4,780.25; bills receivable, \$4,620; expense, \$90.25; interest and discount, \$148.60; Joshua Miller, \$2,897.50.

Credit footings: Charles Martin (proprietor), \$6,797.85; merchandise, \$7,800; real estate, \$120; Traders' Bank, \$3,600; bills receivable, \$3,640.75; interest and discount, \$197.80; Joshua Miller, \$— (amount to be supplied by the competitor).

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 66. Bookkeeper, Field Service.**—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 36.)

**Sec. 67. Bookkeeper, Isthmian Canal Service.**—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Isthmian Canal, examination. (See sec. 87.)

**Sec. 68. Bookkeeper, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 65), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING AND EXPERIENCE, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. (For further requirements see sec. 35.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 69. Cadet, Military or Naval Academy.**—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., or that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War or the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

**Sec. 70. Cadet, Revenue-Cutter Service.**—For information in regard to appointment to this position address the Secretary of the Treasury, Washington, D. C.

**Sec. 71. Cadet engineer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from \$660 to \$780 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 72. Cadet officer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this position should have a good general school education, and theoretical and practical knowledge of navigation such as is taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from \$600 to \$720 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a Nautical Almanac for 1912 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator will not be permitted.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 73. Chemist.**—This examination will be held only when eligibles are needed. (See sec. 44. Also Junior chemist, sec. 165.)

**Sec. 74. Chinese inspector, Immigration Service.**—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 44 and 153.)

**Sec. 75. Chinese watchman.**—This position is filled from the subclerical examination.

**Sec. 76. Civil engineer, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field work required in civil engineering and not covered in subject 1, 30; DESIGN AND CONSTRUCTION, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; TRAINING AND EXPERIENCE (see sec. 31 for time of filing application), 25.

**NOTE.**—An applicant who has not had at least five years' good experience in civil engineering work will not be admitted to the examination. Graduation in civil engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 129.)

It is not probable that the examination for the position of civil engineer, Departmental Service, will be held before the fall of 1914. Should an examination be held before that time it will be announced. Examinations will be held in the spring of 1914 for civil engineer and draftsman (see sec. 79), civil engineer and superintendent of construction (see sec. 80), civil engineer student (see sec. 81), and junior engineer (civil), Engineer Department at large (see sec. 168).

**Sec. 77. Civil engineer, Geological Survey.**—(See Hydrographic engineer, Geological Survey, sec. 152.)

**Sec. 78. Civil engineer, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the Departmental Service (see sec. 76), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from \$1,400 to \$6,000 a year. The majority of appointments are made at salaries of \$1,400, \$1,600, and \$1,800 a year, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required. (For further requirements, see sec. 35.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 79. Civil engineer and draftsman.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted. (See sec. 76.)

kind of examination desired, may have their names placed on file. Then, when an examination of the kind desired is to be held, the commission will endeavor to notify all persons who have so requested.

Examinations mentioned in this Manual as probably to be held in the fall of 1914 will not be held before that time unless the needs of the service so require, in which event they will be specially announced; otherwise they will be announced in the Manual for the fall, which may be secured upon application after July 15.

**Sec. 45. Acting assistant surgeon, Public Health Service.**—(See Physician examination, sec. 207.)

**Sec. 46. Agricultural inspector, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate. The examination will comprise certain obligatory subjects and the optional subjects named below.

Applicants must select one or more of the optional subjects. THEY MUST SPECIFY IN THEIR APPLICATIONS, IN ANSWER TO QUESTION 1 OF FORM 2, ALL OF THE OPTIONAL SUBJECTS IN WHICH THEY WISH TO BE EXAMINED AND MUST DELIVER TO THE EXAMINER ON THE FIRST DAY OF THE EXAMINATION THE REQUIRED THESIS OR THESES. The optional subjects are as follows: (1) AGRONOMY; (2) DAIRYING; (3) FARM ORGANIZATION; (4) FORAGE CROPS; (5) PLANT BREEDING.

The examination tests are identical with those in the same subjects in the scientific assistant examination (see sec. 227). The requirements of the examination are also the same as for scientific assistant. Entrance salary, \$1,400 per annum. (For further requirements see sec. 35.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 47. Aid, Coast and Geodetic Survey.**—The position of deck officer will also be filled from this examination. Age, 18 to 25 years; application form, 1312; time allowed, two days of six hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. The medical certificate in the application for this examination must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. *This certificate must not be executed by the family physician of the applicant.* The medical officer should indicate his rank or official designation on such certificate.

No one will be permitted to take the mental examination who has any defect of sight or other physical defect. After an eligible has received an appointment and before he is permitted to take the oath of office, he may, at the discretion of the Superintendent of the Coast and Geodetic Survey, be required to pass an additional physical examination before an officer of the Public Health Service.

Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS: Including geometry (plane and solid), algebra, trigonometry, analytics, and the elements of calculus, 15; PRACTICAL COMPUTATIONS: Involving the use of logarithmic tables, 15; ASTRONOMY: Elementary questions in spherical and general astronomy, with special reference to determination of latitude, longitude, and azimuth, and use of field instruments, 10; PHYSICS: Elementary questions in optics, magnetism, etc., 10; SURVEYING: Elementary questions in plane and geodetic surveying, and use of field instruments, 10; MODERN LANGUAGES: Competitors may select one of the following: French, German, Spanish. Extracts of about 125 words are given for translation into English, 10; DRAWING AND DESCRIPTIVE GEOMETRY: A short test in topographic drawing and lettering is given with elementary questions on the principles of projection, 10; TRAINING AND EXPERIENCE, rated on application form, and corroborative evidence, 20.

The supply of eligibles for this position has not been equal to the demand.

Applicants should come to the examination room provided with two small triangles, right-line pen, drawing ink, pens, and tracing paper, for use in the examination on the subject of drawing and descriptive geometry. A slide rule may be used in connection with the work in the subject of practical computations.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 48. Aid, Lighthouse Service.**—Age, 21 to 30 years; application form, 1312, including the medical certificate; time allowed, two days of seven and four hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, 30; CIVIL, MARINE, OR MECHANICAL ENGINEERING OR NAVAL ARCHITECTURE (ship work), 30; MECHANICAL OR ARCHITECTURAL DRAWING, 20; TRAINING AND EXPERIENCE, 20.

The questions in this examination will be such as any competent graduate in civil or mechanical engineering should be able to answer satisfactorily.

Applicants who are graduates in civil or mechanical engineering or who are in their senior year in the civil or mechanical engineering course of a technical school, or those who have had at least three years of satisfactory practical engineering experience in addition to a good general education, will be admitted to this examination; those whose education or experience does not fulfill any one of these minimum requirements will not be admitted. Higher ratings in training and experience will be given those who are graduates, who are graduates with experience, or who have had more extended practical experience.

The salary of aids in the Lighthouse Service is \$1,380 a year. It is the intention of the Lighthouse Bureau to appoint to this position with the view of training appointees to fill the positions of assistant superintendent and superintendent by promotion when vacancies in these positions occur. Appointees will be assigned to duty at the Lighthouse Depot, Tompkinsville, Staten Island, N. Y., at first.

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 49. Animal husbandman, Bureau of Animal Industry, Department of Agriculture.**—The senior animal husbandman examination will be held only when eligibles are needed. (See sec. 44; also Scientific assistant examination, sec. 227.)

**Sec. 50. Apprentice fish culturist, Bureau of Fisheries.**—Age, 20 to 40 years; application form, 1312; time allowed, five and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 25; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); TRAINING AND EXPERIENCE, 20.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for high-school or college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Laborer, \$600 to \$900 a year; laborer, car service, \$720 a year; and skilled laborer, \$720 to \$960 a year.

Persons appointed as a result of this examination will not be eligible for promotion to higher grades until they have passed the fish-culturist examination. (See sec. 140.)

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 51. Apprentice map engraver.**—Age, 16 to 18 years. A person who is serving his apprenticeship or is undergoing training as a map engraver will be permitted to file an application for apprentice map engraver without regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for



certification and selected during that period. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 35. Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time, it will be announced.

**Sec. 52. Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing.**—Age, 16 to 18 years; application form, 304, including medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); ELEMENTARY PHYSICS, 20; MECHANICAL DRAWING, 35.

Applicants must have had theoretical and practical training of a mechanical character in metal work, such as is usually acquired in manual training schools or similar institutions or in occupations that give training in the handling of tools and machinery requiring great precision and accuracy in measuring and adjustment. Applicants whose training has been acquired in schools must furnish certificates from the school authorities showing the character of the work done and the proficiency attained by the student. Other applicants must furnish vouchers of employers as to their attainments acquired in private establishments.

Competitors must provide themselves with drawing board, ink, triangles, scales, and other necessary material except paper.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

**Sec. 53. Apprentice plate printer, Bureau of Engraving and Printing.**—Age, 16 to 18 years. No person will be certified for appointment to the position of apprentice plate printer who has reached his eighteenth birthday. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all third grade, see sec. 42); TRAINING AND EXPERIENCE (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought), 25.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time, it will be announced.

**Sec. 54. Architectural designer, Supervising Architect's Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 55. Assistant, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on March 11, 1914.

Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed for the required subjects, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Three hours will be allowed for each optional subject taken. The order in which the optional subjects will be

given will be determined at the time of the examination and can not be furnished in advance.

The required subjects of examination and relative weights on a scale of 100 are as follows: **THESIS**, 500 words to be written on one of two topics given, 20; **CORRECTION OF ROUGH DRAFT MANUSCRIPT**, 200 words, 15; **MATHEMATICS**, arithmetic, algebra, including quadratics, and plane geometry, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, 15; **GENERAL HISTORY AND GEOGRAPHY**, 10; **COLONIAL GOVERNMENT AND ADMINISTRATION**, general questions, 10; **POLITICAL ECONOMY**, general principles, 5; **TRAINING AND EXPERIENCE**, 10.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the required subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state in answer to Question 1 of his application the optional subjects in which he desires examination.

(1) ACCOUNTING, expert; (2) AGRICULTURE; (3) AUDITING OF ACCOUNTS, practical questions on; (4) BOOKKEEPING, tests in journalizing and making a balance sheet; (5) BOTANY; (6) CHEMISTRY; (7) CIVIL ENGINEERING; (8) EDUCATIONAL METHODS; (9) ELECTRICAL ENGINEERING; (10) FINANCE; (11) FORESTRY; (12) GEOLOGY; (13) HIGHER MATHEMATICS, up to and including calculus; (14) LANGUAGE, Spanish; (15) LAW, common; (16) LAW, international; (17) LAW, Roman or civil; (18) LAWS, land, of the United States; (19) LAWS, mining, of the United States; (20) MECHANICAL ENGINEERING; (21) MINERALOGY; (22) MINING ENGINEERING; (23) PHYSICS; (24) THEORY AND PRACTICE OF STATISTICS.

The maximum rating attainable in each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Eligibility in the optional subjects tends to increase the prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required subjects, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Bureau of Forestry requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The majority of the assistant eligibles are considered for positions in the Bureau of Education. Most of the eligibles resulting from this examination who have the necessary qualifications of a teacher and are willing to accept appointment as such are selected. The work of the American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed

advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades nearly all appointments from this register are being made at an entrance salary of \$1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of bureaus or offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools. (For further requirements, see sec. 35.)

**Sec. 56. Assistant dairyman.**—This examination will be held only when eligibles are needed. (See sec. 44.) The position of dairy inspector will be filled from this examination.

**Sec. 57. Assistant engineer, Reclamation Service.**—Age, 25 to 45 years; application form, 1312. The medical certificate in the application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Applicants for the position of assistant engineer must have had at least four years' practical experience in engineering. A technical training in college will be counted as two years' experience. Time allowed, two days of seven and three and one-half hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 15; TRAINING AND EXPERIENCE, 40.

The tests in the first three subjects are identical with those given in the examination for junior engineer (see sec. 170). The rating in training and experience will be based upon general experience in civil engineering and technical description in detail of some important work upon which the competitor has been engaged. This description may be prepared afterwards and mailed to the commission within five days after the examination, or, if the competitor desires, he may prepare it in the time remaining on the second day.

Applicants whose training and experience is found insufficient for this examination may be admitted to the junior engineer examination if the training and experience shown is sufficient for that examination.

From this examination an eligible list will be established from which to appoint assistant engineers at salaries of \$1,500 a year and upward. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for assistant engineer may be placed on the register for junior engineer if his ratings are such as would render him eligible

in that examination. No person can be eligible on both registers at the same time from the same examination.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 56. Assistant examiner, Patent Office.**—Age 20 years or over; application form, 1312; time allowed, three days of six hours each. Subjects 1 and 2 will be given on the first day, subjects 3 and 4 on the second day, and subjects 5 and 6 on the third day. Subjects of examination and relative weights of subjects on a scale of 100: **PHYSICS**, embracing the requirements of a general college course, 20; **MATHEMATICS**, including one or two questions each in arithmetic, algebra, plane geometry, plane trigonometry, analytics, and differential calculus, 10; **TECHNICS**, covering the general field of mechanics, mechanic arts, industrial arts and processes, and applied chemistry, 20; **CHEMISTRY**, inorganic, including qualitative analysis, and elementary organic, 20; **MECHANICAL DRAWINGS**, 20; **FRENCH OR GERMAN**, 10.

A competitor must attain a rating of at least 40 in each subject of this examination and a general average of at least 70 in the whole examination in order to become eligible for appointment.

In physics, chemistry, and mathematics 10 questions are given, and in technics 15, of which the competitor is required to answer 5 only in each subject.

The following list will indicate works which may properly be consulted in preparing for the examination in technics, viz: Knight's *Mechanical Dictionary*, Appleton's *Dictionary of Applied Mechanics*, Wagner's *Chemical Technology*, Thorpe's *Outlines of Industrial Chemistry*, Dodd's and Ure's *Dictionaries of Manufactures*, Williams's *How It Is Made*, Williams's *How It Works*, and the current files of trade and technical periodicals. Under the subject "Mechanical drawings" the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case (1) describe the views, (2) the construction, and (3) the operation of the machine represented in such technical terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the *Rules of Practice* of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German" two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) *A Scientific French Reader*, by Alexander W. Herdler, published by Ginn & Co.; (2) *A Scientific French Reader*, by Francis Harold Dike, published by Silver, Burdett & Co.; (3) *A Scientific German Reader*, by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) *A German Scientific Reader*, by J. Howard Gore, Ph. D., published by Heath & Co. The competitor must select and make translations, without the aid of a dictionary, of any two of the exercises in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject, owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 58a. Assistant geologist, Geological Survey.**—(For description, see *Geologic aid*, sec. 146.)

**Sec. 59. Assistant inspector of boilers.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 185.)

**Sec. 60. Assistant inspector of hulls.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 186.)

**Sec. 61. Assistant observer, Weather Bureau (formerly observer examination).**—Unmarried men only will be admitted to this examination. Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PENMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 40) and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 in the subjects of meteorology and English composition on a meteorological subject, with the relative weights indicated, the remaining subjects will not be rated.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 62. Assistant topographer.**—(See Junior topographer, sec. 172, and Topographic aid, sec. 261.)

**Sec. 63. Attendant, Government Hospital for the Insane.**—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 64. Bookbinder (men only), Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1820; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Forms 304 and 1820, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in the most of these specialties. Applicants for bookbinder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 65. Bookkeeper (men only), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will not be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

## PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

*First exercise.*

**INSTRUCTIONS.**—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1905. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, \$7,800; cash in safe, \$2,687.50; merchandise, \$4,768; real estate, \$9,750; an account against William Rose, \$2,360; a note given by James Wilson for \$1,287.50, due in six months without interest, accounted at present worth, \$1,250.

His liabilities were an account due John West, \$2,976; a note for \$900 due Arthur Moore, accrued interest to date, \$27.50; an acceptance at fifteen days for \$840, dated February 15, 1906, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros., merchandise, \$5,400. Gave in payment a note at six months, interest, \$90, included in face of note; face of note, \$3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, \$2,600. Received in payment the acceptance mentioned in liabilities, \$840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for \$13,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, \$600.

March 25. Bought of James Wilson, merchandise, \$2,400. Gave in payment his note mentioned in resources. Face of note, \$1,287.50; present worth, \$1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, \$3,600. Received in payment a sight exchange for \$800 on New York accepted at  $\frac{1}{4}$  per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in liabilities. Face of note, \$900; accrued interest to date, \$31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note \$900, discount \$24.

*Second exercise.*

**From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.**

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, \$5,400; real estate, \$7,600; unused office stationery, \$29.75. The balance of the cash account, as shown by the ledger, was \$3,640, and the balance of the bills payable account was \$2,865. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), \$970; merchandise, \$12,800; real estate, \$8,000; Traders' Bank, \$4,780.25; bills receivable, \$4,620; expense, \$90.25; interest and discount, \$148.60; Joshua Miller, \$2,897.50.

Credit footings: Charles Martin (proprietor), \$6,797.85; merchandise, \$7,800; real estate, \$120; Traders' Bank, \$3,600; bills receivable, \$3,640.75; interest and discount, \$197.80; Joshua Miller, \$— (amount to be supplied by the competitor).

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 66. Bookkeeper, Field Service.**—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 36.)

**Sec. 67. Bookkeeper, Isthmian Canal Service.**—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Isthmian Canal, examination. (See sec. 87.)

**Sec. 68. Bookkeeper, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 65), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING AND EXPERIENCE, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. (For further requirements see sec. 35.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 69. Cadet, Military or Naval Academy.**—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., or that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War or the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

**Sec. 70. Cadet, Revenue-Cutter Service.**—For information in regard to appointment to this position address the Secretary of the Treasury, Washington, D. C.

**Sec. 71. Cadet engineer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from \$660 to \$780 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 72. Cadet officer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this position should have a good general school education, and theoretical and practical knowledge of navigation such as is taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from \$600 to \$720 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a Nautical Almanac for 1912 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator *will not be permitted*.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 73. Chemist.**—This examination will be held only when eligibles are needed. (See sec. 44. Also Junior chemist, sec. 165.)

**Sec. 74. Chinese inspector, Immigration Service.**—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 44 and 153.)

**Sec. 75. Chinese watchman.**—This position is filled from the subclerical examination.

**Sec. 76. Civil engineer, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field work required in civil engineering and not covered in subject 1, 30; DESIGN AND CONSTRUCTION, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; TRAINING AND EXPERIENCE (see sec. 31 for time of filing application), 25.

**NOTE.**—An applicant who has not had at least five years' good experience in civil engineering work will not be admitted to the examination. Graduation in civil engineering from any technical school of recognised standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 129.)

It is not probable that the examination for the position of civil engineer, Departmental Service, will be held before the fall of 1914. Should an examination be held before that time it will be announced. Examinations will be held in the spring of 1914 for civil engineer and draftsman (see sec. 79), civil engineer and superintendent of construction (see sec. 80), civil engineer student (see sec. 81), and junior engineer (civil), Engineer Department at large (see sec. 168).

**Sec. 77. Civil engineer, Geological Survey.**—(See Hydrographic engineer, Geological Survey, sec. 152.)

**Sec. 78. Civil engineer, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the Departmental Service (see sec. 76), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from \$1,400 to \$6,000 a year. The majority of appointments are made at salaries of \$1,400, \$1,600, and \$1,800 a year, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required. (For further requirements, see sec. 35.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 79. Civil engineer and draftsman.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted. (See sec. 76.)



All eligibles in the civil engineering subjects who receive a rating of not less than 70 per cent in the drawing test will be eligible as civil engineers and draftsmen. Those who fail to receive a grade of 70 per cent in the drawing will not be eligible as a result of this examination. In determining the average percentage, the subjects of the civil engineer examination will be given a weight of 60 and the subject of drawing 40. (See note under sec. 76 for requirements for admission to this examination, and sec. 31 for time of filing application.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 80. Civil engineer and superintendent of construction, Quartermaster Corps.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. First day, subjects 1 and 2; second day, subject 3. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics up to and including calculus, 15; THEORY AND PRACTICE OF SURVEYING AND USE AND CARE OF INSTRUMENTS, comprising transit, including stadia work, level, plane table, rods, chain, tape, etc., surveying, leveling, and other field work required in civil engineering, 25; BUILDING CONSTRUCTION, SPECIFICATIONS, etc., involving good knowledge of all materials employed in first-class buildings and of details of construction and of specifications, 35; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

In order to be rated 70 per cent or over in training and experience, applicants must have had at least one year's experience in architectural construction and its supervision on the ground. In addition, a good scientific education and some practical experience in civil engineering are necessary. The duties include supervision of the erection of army post buildings (barracks, officers' quarters, storehouses, etc.), the laying out of grounds, construction of roads, sewers, etc., and, at seacoast posts, wharves.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 81. Civil engineer student, Office of Public Roads, Department of Agriculture.**—Age, 20 years or over; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND MECHANICS, pure and applied, 50; SURVEYING, CONSTRUCTION, AND MATERIALS OF CONSTRUCTION, 50.

An educational training equivalent to that required for graduation in civil engineering from a recognized school or college, or the fact that applicants are senior students in such an institution and expect to receive a degree in civil engineering prior to July 1, is a prerequisite for consideration for this position. In the case of such senior students, failure to receive a civil engineering degree prior to July 1 will disqualify an applicant for appointment.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 82. Civil and electrical engineer, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 83. Civil and electrical engineer, Philippine Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 84. Classified laborer, Government Hospital for the Insane.**—Apply for information concerning employment in the position of classified laborer to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 85. Clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 40).

Competitors who fail to attain a rating of at least 70 in arithmetic or 65 in report writing will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register (see sec. 88) is used in preference to the register resulting from the clerk examination described in this section.

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

This examination will be held in the spring of 1914. (See secs. 1 and 2.)

Sec. 86. Clerk, Forest Service.—(See Forest and field clerk, sec. 144.)

Sec. 87. Clerk, Isthmian Canal Service.—Men only will be admitted to this examination. Age, 20 to 45 years, except that applicants who apply for the optional subject of Timekeeping Experience must not be over 40 years of age; application form, 1312, including the medical certificate. The county officer's certificate in the application form need not be executed. Time allowed, four and one-half hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which of the optionals given below they desire to take, and additional time as indicated will be allowed for the optionals in which examination is given.

Applicants for the optional subject Bookkeeping must have had experience with revenue or disbursing accounts of the United States Government or experience with the accounts of large corporations or business concerns doing a considerable business.

Each applicant for the optional subject General Business Experience or Timekeeping Experience will be required to file with his application at least one and not more than three testimonials from recent employers under whom the experience claimed has been gained, written on business letterhead.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (second grade, see sec. 41), 10; ARITHMETIC, slightly more difficult than the second grade, 20; LETTER WRITING (second grade, see sec. 41), 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, including tabular matter, 15; TIME (time consumed in examination), 20.

In rating the element of time a credit of 70 will be given if the examination is completed in the maximum time of four and one-half hours allowed. For each interval of five minutes less than the maximum time a credit of 1 in addition to 70 will be given. For completing the examination in two hours or less the maximum rating of 100 will be given. No credit will be given for time unless the average percentage on the remaining subjects is at least 70.

In addition to attaining an average percentage of 70 or more on the above subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) TYPEWRITING, including the typewriting tests of the examination for stenographer and typewriter, Isthmian Canal Service. The typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 233 and 266 for description of tests.) Time not to exceed one hour and ten minutes. The Commission is advised that it is expected that most of the future appointments of clerks at a salary of \$100 a month will be of eligibles with a knowledge of typewriting. (2) BOOKKEEPING, including the practical tests of the bookkeeper examination (see sec. 65). Time not to exceed two hours. (3) GENERAL BUSINESS

**TRAINING AND EXPERIENCE** to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. (4) **TIMEKEEPING TRAINING AND EXPERIENCE** to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.

The order in which the optional subjects will be given will be determined at the time of the examination and can not be indicated in advance. A second day may be required for these subjects. No credit will be given for an optional in which the rating is less than 70 per cent. (For further requirements see sec. 34.)

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects and certain optional subjects combined, giving the basis a weight of 2 and each optional considered a weight of 1; (2) of eligibles having the highest ratings on certain optional subjects who have also passed on the basis subjects; (3) of eligibles having the highest total ratings on the basis and optional subjects combined.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

**Sec. 88. Clerk, stenographic, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: 1. Stenography, 15; 2. Copying and spacing, 5; 3. Copying from rough draft, 4; 4. Copying from plain copy, 3; 5. **TIME** (consumed in subjects 2, 3, and 4, combined), 8 (the foregoing tests will be the same as for the stenographer and typewriter examination, see sec. 233); 6. Penmanship, 10; 7. Report writing, 25 (1st grade, see sec. 40); 8. Arithmetic, 25 (1st grade, see sec. 40); 9. Geography and civil government of the United States, 5 (see sec. 40). It will be observed that at least a fair knowledge of stenography and typewriting is required in order to attain eligibility in this examination.

Persons applying for this examination should specify in their applications the "*stenographic clerk*" examination; those applying for the "*clerk*" examination (see sec. 85) will not be examined in stenography and typewriting.

Competitors who attain ratings of at least 70 in the subject of arithmetic and at least 65 in the subject of report writing, and an average percentage of at least 70 in the entire examination, with the relative weights indicated above, will have their names placed on the register for stenographic clerk.

Competitors who attain a rating of at least 70 in the subject of stenography, and an average percentage of at least 70 in the second, third, fourth, and fifth subjects, and an average percentage of at least 70 in the first eight subjects, with the relative weights shown under the stenographer and typewriter examinations (secs. 234 and 264), will have their names placed on the register for stenographer and typewriter when such action does not conflict with eligibility from another stenographer and typewriter examination.

Competitors who attain a rating of at least 70 in the subject of stenography and an average percentage of at least 70 in the first, third, sixth, seventh, and eighth subjects, with the relative weights shown under the stenographer examination (sec. 234), will have their names placed on the register for stenographer, when such action does not conflict with eligibility from another stenographer examination.

Competitors who attain an average percentage of at least 70 in the second, third, fourth, and fifth subjects combined, and an average percentage of 70 in those subjects combined with the sixth, seventh, and eighth subjects, with the relative weights

shown under the typewriter examination (sec. 264), will have their names placed on the register for typewriter when such action does not conflict with eligibility from another typewriter examination.

Competitors who attain ratings which entitle them to have their names entered on more than one of the registers mentioned above will have their names placed on all the registers for which they may be eligible, provided such action in any case does not conflict with eligibility from another examination. Appointment will remove a name from all the registers.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register is used in preference to the register resulting from the examination for clerk (see sec. 85.)

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination. Eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

This examination will be held in the spring of 1914. (See secs. 1 and 2.)

**Sec. 89. Commission of Fine Arts.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 90. Composer, Government Printing Service.**—(See Printer examination, sec. 216.)

**Sec. 91. Computer, Coast and Geodetic Survey.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (plane and solid), algebra, trigonometry (plane and spherical), analytics, and calculus, all as covered in the higher-class textbooks, 40; PRACTICAL COMPUTATIONS, questions involving elementary mathematical knowledge and designed principally to test ability to use tables of logarithms and to make calculations quickly and correctly, 40; TRAINING AND EXPERIENCE, 20.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 92. Computer, Nautical Almanac Office and Naval Observatory, Navy Department.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (analytic, plane, and solid), algebra, trigonometry (plane and spherical), and calculus, all as covered in the higher class of textbooks, 40; ASTRONOMY, elementary questions in spherical and general astronomy, 20; PRACTICAL COMPUTATIONS, involving mathematical and astronomical knowledge, as indicated under the subjects of pure mathematics and spherical astronomy, but especially designed to test the competitor's ability to use tables of logarithms quickly and correctly, 40.

The supply of eligibles for this position has not been equal to the demand.

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 93. Computer and estimator, Supervising Architect's Office.**—Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATH-

**RIALS AND CONSTRUCTION**, involving technical and practical knowledge of materials, elementary principles of architecture, and details of approved methods of construction, 35; **SPECIFICATIONS**, involving ability to make out contracts, specifications, etc., and interpret them, 35; **TRAINING AND EXPERIENCE**, 30.

No applicant will be admitted to this examination who does not receive a rating of 70 per cent or over in training and experience. The minimum qualifications in this subject which will entitle an applicant to enter the examination are a good general education and not less than two years' experience in practical architectural work and in the writing or interpretation of specifications, etc., either with architect or contractor engaged in the erection of first-class buildings. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first two subjects will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary of more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 94. Confidential agents.**—(See secs. 229 and 232.)

**Sec. 95. Consular Service.**—Applicants for appointment to positions in the Consular Service should address the Secretary of State, Washington, D. C.

**Sec. 96. Custodian Service.**—This service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. In cities in which there are Federal buildings, except Washington, D. C., the positions of assistant custodian, assistant custodian-janitor; engineer (steam), first, second, and third class; elevator conductor, fireman, janitor, watchman, and similar positions for such public buildings are in the Custodian Service. Registers are made up for each city; and applicants who pass the examination have their names entered upon a register of eligibles and are certified for appointment to positions in the Federal building of that city when vacancies exist. Examinations are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the board of examiners at the Federal building in which employment is desired.

**Sec. 97. Customs Service.**—Apply for information concerning examinations for this service to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 36.)

**Sec. 98. Deputy United States marshal.**—(See provision of urgent deficiency act, approved October 22, 1913, in sec. 161.)

**Sec. 99. Diplomatic Service.**—Applicants for appointment to positions in the Diplomatic Service should address the Secretary of State, Washington, D. C.

**Sec. 100. District health officer.**—(See Physician, sec. 207.)

**Sec. 101. District inspector of locomotive boilers.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 102. Draftsman, apprentice, Ordnance Department at large, War Department.**—Age 17 to 21 years; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Applicants must indicate in their applications that they have had training and actual experience in mechanical drafting, obtained either in the drafting room of a manufacturing establishment, in drafting classes of day or night schools, or in drafting courses of correspondence schools. They must also indicate that they are familiar with the use of drawing materials, instruments, and the equipment of a mechanical

**drafting room.** The applicant's statement in his application should indicate fully the training and experience he has had in drafting work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 36 and 203.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

**Sec. 103. Draftsman, architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of eight hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING AND DESIGN, involving the drawing of plans, elevations, and details for modern first-class buildings to scale according to given specifications, 30; FREE-HAND DRAWING, ORNAMENT AND PROJECTION, involving ability to make free-hand perspectives, large-scale free-hand drawings of styles of exterior and interior decoration and shadow casting, etc., 20; BUILDING MATERIALS AND CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings, of details of construction, and of specification forms for such work, 20; TRAINING AND EXPERIENCE, 30. Applicants will be allowed to bring tracing paper to the examination room for use in this examination.

Applicants who have had training and experience indicated below under (a) or (b) will be given ratings of 70 or more in that subject and will be admitted to the examination: (a) Graduates from approved technical schools in architecture, without other experience; (b) persons having not less than five years' experience in good architectural office work. Special training short of graduation in architecture will be considered equivalent to not more than two years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position ranges from \$1,200 to \$2,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,200. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time, it will be announced.

**Sec. 104. Draftsman, clerk, Land-Office Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of six hours each. The first four subjects will be given on the first day and the fifth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 40), 10; ARITHMETIC AND ELEMENTARY MATHEMATICS, questions involving ordinary school arithmetic and elementary questions in plane geometry and mensuration, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 10; PUBLIC-LAND SURVEYING, 20; DRAWING AND LETTERING, a specimen showing part of a land-office plat is given for reproduction to a certain scale, 40.

Persons who pass this examination will be eligible for appointment to clerical or draftsman positions in the Land-Office Service only in offices outside of the District of Columbia.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 105. Draftsman, copyist ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, six hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including arithmetic, elementary geometry, mensuration, and algebra, 30; DRAWING AND TRACING, 40; EDUCATION, TRAINING AND EXPERIENCE, 30.

Applicants must have had a good common or high school education, including instruction in elementary mathematics and drawing.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in this position in the Bureau of Construction and Repair, Navy Department, Washington, D. C., and at navy yards and other establishments of the Navy Department outside of Washington, D. C., at entrance salaries ranging from \$2 to \$2.80 a day. (See sec. 17.)

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 106. Draftsman, copyist topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and five hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: **DRAWING**, a specimen of topographic drawing will be given for reproduction in india ink, 50; **LETTERING**, tests of numbers and of short words in different styles of lettering are given, 50. The tests in drawing and lettering are identical with those given in the topographic draftsman examination. Competitors who take both examinations will take these tests but once. No submitted drawings will be accepted. (See sec. 115.)

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

**Sec. 107. Draftsman, engineer.**—(See Engineer and draftsman, structural, sec. 127.)

**Sec. 108. Draftsman, heating and ventilating.**—(See Engineer and draftsman, heating and ventilating, sec. 128.)

**Sec. 109. Draftsman, hull, Lighthouse Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 110. Draftsman, junior architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and eight hours, respectively. The first two subjects will be given on the first day and the remaining subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATERIALS AND BUILDING CONSTRUCTION**, elementary questions in materials and details of construction, 15; **FREE-HAND DRAWING AND PROJECTION**, elementary questions involving ability to draw perspective views, plans, and elevations of regular solids, examples of decoration, cast shadows, etc., 25; **DRAWING**, involving ability to draw neatly and correctly to scale, 40; **TRAINING AND EXPERIENCE**, 20.

Applicants who have had training and experience indicated below under (a), (b), or (c) will be given ratings of 60 or more in that subject and will be admitted to the examination: (a) Persons in their third year of an architectural course in an approved technical school; (b) persons who have taken a complete course in architecture in a correspondence school and have in addition had some suitable experience or study; (c) persons who have had not less than three years' experience in an architect's office.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 60 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$840 or \$1,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$840. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 111. Draftsman, junior engineer, Engineer Department at large.**—Age, 18 years or over; application form, 1312; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: **COMPUTATIONS**,

**MATERIALS, AND STRUCTURAL DETAILS, 35; DRAWING AND DESIGN, 40; TRAINING AND EXPERIENCE, 25.**

Applicants should have had at least a high-school education; should have had at least five years' experience as draftsman, two of which should have been on design; should be familiar with calculations, structural details, and shop practice in structural steel and reinforced concrete; and should be capable of preparing working drawings from the calculations and from written specifications and rough notes.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 31 for time of filing application.)

Competitors should provide themselves with drawing materials, other than paper, including a drawing board not less than 15 inches square. They should also bring to the examination room a Cambria, Carnegie, or other similar handbook for use in case it is allowed. If the use of a handbook is permissible it will be stated on the examination papers.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

**Sec. 112. Draftsman, mechanical, Isthmian Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of seven hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MACHINE DESIGN, including arithmetic, algebra to quadratics, geometry, mensuration, logarithms, use of tables, elementary problems in mechanics, use of slide rule, materials used in machine construction, and practical calculations involving the interpretation of formulas and the correct working out of results in special cases, 30; DRAFTING, involving competent knowledge of machine construction and the ability to draw neatly to scale, 35; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 31 for time of filing application.)

Competitors who attain over 80 per cent in training and experience will be rated as first-class draftsmen; those who attain 80 per cent or under will be rated as second-class draftsmen. Eligibles in the first class are eligible to second-class positions and may be given preference in making appointments thereto, provided they state in their applications their willingness to accept appointment to the lower position.

First-class draftsmen must indicate in their applications that they have had not less than three years' good drafting-room experience, and in addition shopwork experience or on machine construction. A technical school training in mechanical engineering will be equivalent to two years' practical work.

Second-class draftsmen must indicate in their applications that they have had not less than two years in drafting room, or one year in drafting and one year in the shop or on construction. A technical school training in mechanical engineering will be accepted as equivalent to the two years' practice.

Competitors in this examination are allowed the use of a slide rule. They should also bring to the examination room Kent's or Supplee's Mechanical Engineer's or similar handbook for use in case it is allowed.

Applicants must be physically sound and in good health. (For further requirements see sec. 34.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 113. Draftsman, mechanical, Ordnance Department at large, War Department.**—Age, 18 years or over; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board



at the headquarters of the district in which the ordnance establishment is located. (See secs. 36 and 203.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

**Sec. 114. Draftsman, ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively, for each grade. Two grades of examination will be given for ship draftsmen.

*Grade 1.*—Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS**, pure and applied, covering arithmetic, simple geometry, mensuration (including the use of Simpson's rules), simple algebra, 20; **MATERIALS AND DETAILS OF SHIP CONSTRUCTION**, 20; **DRAWING AND TRACING**, 20; **EDUCATION, TRAINING, AND EXPERIENCE** (see sec. 31 for time of filing application), 40.

*Grade 2.*—Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS**, pure and applied, covering geometry, mensuration, algebra, plane trigonometry, and use of logarithmic tables, 20; **METHODS, MATERIALS AND SYSTEMS OF SHIP CONSTRUCTION**, 20; **DRAWING AND SCALE DIMENSIONED SKETCHES**, 20; **EDUCATION, TRAINING, AND EXPERIENCE** (see sec. 31 for time of filing application), 40.

As a prerequisite for these positions applicants must, in addition to having a fair general education, be, for *grade 1*, graduates of or senior students in technical schools of good standing, or have had not less than three years' experience in shopwork of which at least one year shall have been in the drafting room; or be, for *grade 2*, graduates of a technical school of good standing with two years' experience in shopwork, or have had not less than five years' experience in shopwork of which three years shall have been in the drafting room.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in these positions in the Navy Department, Washington, D. C., and navy yards and other establishments of the Navy Department outside of Washington, D. C. The entrance salary for grade 1 ranges from \$3.28 to \$4 a day; for grade 2, from over \$4 to \$5.04 a day. Persons appointed from this examination are eligible to promotion in the service of the Navy Department to salaries of \$7.52, \$8, and, in a few cases, as high as \$10 and \$12 a day, depending upon the efficiency shown. (See sec. 17.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 115. Draftsman, topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the second and third subjects on the second day. Not more than five hours on the second day will be allowed for the work on lettering. The test in mathematics will be given on completion of the lettering test. No submitted drawings will be accepted. Subjects of examination and relative weights of subjects on a scale of 100: **DRAWING**, a specimen of topographic drawing will be given for reproduction, in india ink, 35; **LETTERING**, tests of short words in different styles of lettering, and numbers are given, 35; **MATHEMATICS**, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 30.

The tests in drawing and lettering will be identical with the copyist topographic draftsman examination, so that those who intend to qualify both as topographic draftsmen and as copyist topographic draftsmen will take these tests but once and need file but one application, but should state therein that they desire both examinations. (See sec. 106.)

All competitors who attain an average percentage of 70 or more in the subjects of drawing and lettering will be eligible as copyist topographic draftsmen, and all who attain an average percentage of 70 or more in those subjects and a general average of at least 70 per cent in those subjects combined with mathematics, will also be eligible as topographic draftsmen.

The supply of eligibles for this position has not been equal to the demand.

All topographic draftsman positions in the departments in Washington are filled from this register, or, if there are no eligibles thereon, from the copyist topographic draftsman register.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 116. Draftsman, topographic, Isthmian Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of six and five hours, respectively. The first and second subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY MATHEMATICS**, comprising geometry, trigonometry, algebra, and mensuration, 20; **PLOTTING FROM FIELD NOTES**, 30; **DRAWING AND LETTERING**, 30; **TRAINING AND EXPERIENCE**, 20.

Applicants must indicate in their applications that they have had at least three years' experience in civil engineering work, or are graduates in civil engineering from a reputable school.

Competitors who attain an average rating of less than 70 in the second and third subjects will not be eligible for appointment, and the remaining subjects of their examination will not be considered.

Each competitor should bring for use in the examination a protractor of radius 2½ to 4 inches showing ½ degrees—preferably two, of 2-inch radius and 5-inch radius, respectively—a scale 300 feet to the inch, a straightedge, triangles, and every other drawing material, except drawing paper, that will be needed to plot field notes to scale and make pen-and-ink drawings.

Applicants must be physically sound and in good health. (For further requirements see sec. 34.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 117. Drainage engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 118. Editorial clerk.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 119. Electrical engineer and draftsman, Supervising Architect's Office, Treasury Department.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 120. Electrician, Departmental Service.**—Age, 20 years or over; application and examination form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: **REPORT WRITING** (first grade, see sec. 40), 10; **PRACTICAL QUESTIONS**, 65; **TRAINING AND EXPERIENCE**, 25.

Experience in the care, maintenance, repair, and operation of station storage batteries and lead burning is very desirable in this examination, and persons with such qualifications should state fully their experience in the application.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 121. Electrotypist, finisher, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING**, 6; **ARITHMETIC**, 6; **LETTER WRITING**, 6; **PENMANSHIP**, 6; **COPYING FROM PLAIN COPY**, 6 (all third grade, see sec. 42); **CORRECTION OF PROOF**, embracing the interpretation of proof-readers' marks, 20; **TRAINING AND EXPERIENCE**, rated on Forms 304 and 1747, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 122. Electrotyper, molder, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Forms 304 and 1747, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

This examination will be held in the spring of 1914. (See secs. 1 and 2.)

**Sec. 123. Electrotyper-stereotyper, Government Printing Service.**—This examination has been discontinued. (See electrotyper, finisher, sec. 121; electrotyper, molder, sec. 122; and stereotyper, sec. 242.)

**Sec. 124. Elevator conductor, Departmental Service.**—Age, 20 years or over; application and examination form, 304, including the medical certificate; time allowed, three hours. No person will be admitted to this examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 50. Under the subject of "experience," no credit will be given except for actual experience as elevator conductor, or as electric motorman or electric craneman, and applicants who have not had at least six months' such experience will not be admitted to the examination. If an applicant has had only six months' experience, that experience must have been gained within the twelve months just prior to the date of application.

Applicants must fully indicate the kinds of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of experience.

It is not probable that persons whose bona fide residence is in the District of Columbia will be certified except for temporary appointment.

This examination will be held in the spring of 1914. (See secs. 1 and 2.)

For local services outside of the District of Columbia the examination will be held in the city in which, or in the vicinity of which, a vacancy exists. The examination will be held only when eligibles are needed, and will be duly announced.

**Sec. 125. Engineer and draftsman, civil.**—(See Civil engineer and draftsman, sec. 79.)

**Sec. 126. Engineer and draftsman, heating and ventilating, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN HEATING AND VENTILATING, involving a competent knowledge of mathematics and plumbing, and of heating and ventilation of buildings, both theoretical and practical, 35; DRAWING AND DESIGN, involving ability to design and draw plans, etc., for the heating and ventilating plants of modern public buildings, 35; TRAINING AND EXPERIENCE, 30.

Applicants must have had not less than four years of practical experience in the designing or installation of heating and ventilating systems in large buildings. A technical degree in heating and ventilating engineering will be considered equivalent to not over two and one-half years of the four specified.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first two subjects will not be eligible for appointment.

The entrance salary of this position is \$1,200 a year.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 127. Engineer and draftsman, structural, Supervising Architect's Office, Treasury Department.**—Age, 23 years or over; application form, 1312; time allowed, two days of seven and one-half and seven hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN ENGINEERING CONSTRUCTION, 60; TRAINING AND EXPERIENCE, 40.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule, and should bring for use throughout the examination a Carnegie or Cambria Handbook. Explicit instructions regarding the use of handbooks in the examination will be printed on the sheets.

The duties of this position are confined to the engineering problems involved in first-class building construction. The examination will consist of practical questions based upon the work required, particular attention being paid to fireproofing, and designing in steel and reinforced concrete. Applicants must have had not less than five years' practical experience, of which at least two years should be in either steel designing or construction work. A degree in civil engineering from a technical school of recognized standing will be considered as equivalent to not more than two years of the five years above mentioned.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 128. Engineer, chief marine, Coast and Geodetic Survey.**—Age, 25 to 45 years; application and examination form, 1800. No educational test is required. Each applicant must submit with his application a license from the Steamboat-Inspection Service or a certificate from that service showing the character of the license which is held by him, and must give in his application the names and tonnages of vessels upon which he has been employed.

An eligible selected for appointment will, upon reporting for duty, be given a physical examination by a medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

Applications for this examination may be filed at any time.

**Sec. 129. Engineer Department at large.**—All positions under the Engineer Department at large, except as provided in paragraph (c) below are under one of two headings—those requiring an educational test, known as "educational positions," and those requiring no educational test, known as "noneducational or trades positions."

(a) The positions requiring an educational test are—

Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500.) Junior engineers (civil, mechanical, or electrical); these employees may perform the duties of inspectors, overseers, surveyors, hydrographers, computers, designers, draftsmen, levelmen, recorders, sextant observers, topographers, transitmen, etc., and may also be employed in any clerical position. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 2 or higher

class (salary \$1,400 or more). Draftsmen. Engravers, lithographers, and similar positions when of class 3 or higher class (salary \$1,600 or more). Clerks, including copyists, bookkeepers, stenographers and typewriters, messengers, messenger boys, watchmen, skilled laborers, and elevator conductors. Scientists, specialists, and employees in positions not specifically referred to herein as of noneducational class, or excepted from classification, will be considered of educational class unless authority to class as noneducational is given by the Chief of Engineers.

(b) The "noneducational or trades positions" requiring no educational tests are—  
 Superintendents of class 4 (salary \$1,800 to \$2,000); these positions are to be restricted to the few cases in which conditions of work necessitate the appointment of those especially qualified by training and experience for the particular duty to be performed, but who have not the technical nor the theoretical education required for superintendents of the educational class, class 5 (salary \$2,000 to \$2,500). Inspectors and overseers of class 3 (salary \$1,600 to \$1,800); these positions are intended, primarily, to provide for inspectors and overseers who have heretofore been considered as of the educational class by reason of the rate of pay required to secure their services, but who have not the theoretical training to permit of their being properly classified in the "junior engineer" grade. Inspectors and overseers of class 2 or lower class (salary less than \$1,600); these positions relate to duties requiring experience and special skill, but not necessarily technical educational training. Foremen, including those performing duties of master laborer, master workman, master carpenter, and the like. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 1 or lower class (salary less than \$1,400). Masters, mates, pilots, steam engineers, and similar positions, which in private employ require a license from the Office of Steamboat Inspection, and applicants for these positions are required to have such a license. Surveymen (who may perform duties of transitmen, levelmen, recorders, rodmen, chainmen, and the like), timekeepers, and receivers of material, when of class D or lower class (salaries less than \$1,000). Engravers, lithographers, transferrers, shaders, and similar positions, when of class 2 or lower class (salary less than \$1,600). All the mechanical trades. All employees performing the duties of blasters, boarding masters, brakemen, bridge tenders, cement testers, concrete finishers, cranesmen, dam and valve tenders, deputy inspectors, divers, dredge engineers, electricians, enginemen (including all steam engineers not licensed), fort keepers, gardeners, gauge readers, handymen, helpers, janitors, leadsmen, light keepers, linesmen, lock masters, lockmen, powdermen, riggers, shipkeepers, stewards, strikers, telegraph and telephone linemen, trackmen, truckmen, and similar positions.

(c) The unclassified positions.

All unskilled laborers and those employed in positions such as the following are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen: Apprentices to the mechanical trades, axmen, bakers, boatmen, charwomen, cooks, cooks' helpers, deck hands, derrick hands, dredge hands, drillmen, drivers, floormen, hostlers, lamplighters, laundresses, oilers, sailors, scowmen, stevedores, stokers, teamsters, waiters, and weavers.

All unclassified employees are of class A or B (salaries less than \$840). If necessity arises for a higher rate of pay for any of the positions named in the preceding paragraph than is allowed in class B, and such employment is authorized by the Chief of Engineers, the position becomes a classified one, and the appointment must be made as for other employees in noneducational or trades positions.

Positions requiring an educational test, if not filled by reemployment from "furlough without pay" or from "laid off," reinstatement, transfer, or promotion, will be filled by certification from the eligible registers of the Civil Service Commission. Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500) will be appointed by promotion. Draftsmen are certified either from the junior engineer or draftsman registers. In positions requiring no educational tests, vacan-

cies which can not be filled by reemployment from "furlough without pay," or from "laid off," reinstatement, transfer, or promotion, with exceptions noted below, will be filled by officers in local charge of engineering districts from lists prepared by local civil-service boards or from registers maintained in offices of civil-service district secretaries (see sec. 36). Superintendents of class 4 (salary \$1,800 to \$2,000) will be appointed by promotion. Special inspectors or overseers of class 3 (salary \$1,600 to \$1,800) will be appointed by promotion from inspectors or overseers of class 2 (salary \$1,400 to \$1,600), or by reclassification of those now in the service.

Apply for information concerning employment in any of the mechanical trades, or other positions not requiring educational tests, to the board of examiners for the Engineer Department at large in the engineer district in which employment is desired.

Boards for this service are located at the following places:

Baltimore, Md.	Little Rock, Ark.	Pittsburgh, Pa.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Buffalo, N. Y.	Louisville, Ky	Rock Island, Ill.
Charleston, S. C.	Manila, P. I.	St. Louis, Mo.
Chicago, Ill.	Memphis, Tenn.	St. Paul, Minn.
Cincinnati, Ohio.	Milwaukee, Wis.	San Francisco, Cal.
Cleveland, Ohio.	Mobile, Ala.	San Juan, P. R.
Dallas, Tex.	Montgomery, Ala.	Savannah, Ga.
Detroit, Mich.	Nashville, Tenn.	Seattle, Wash.
Duluth, Minn.	New London, Conn.	Vicksburg, Miss.
Galveston, Tex.	New Orleans, La.	Washington, D. C.
Grand Rapids, Mich.	Newport, R. I.	Wheeling, W. Va.
Honolulu, Hawaii.	New York, N. Y.	Wilmington, Del.
Jacksonville, Fla.	Norfolk, Va.	Wilmington, N. C.
Kansas City, Mo.	Philadelphia, Pa.	Yellowstone Park, Wyo.

All clerical and professional positions are filled from appropriate registers of eligibles or from specially announced examinations. (See sec. 44.).

**Sec. 130. Engineer, Indian Service.**—Age, 20 to 50 years; application and examination form, 304, including the medical certificate. Owing to the widely varying conditions in the various schools and agencies of the Indian Service, general engineering examinations will be given under the following separate branches. An applicant may take one or more than one of these, in his discretion. The prospects of appointment will be increased by passing more than one of the branches indicated.

**In making application, applicants should state at the head of the application the exact title and also the particular branch or branches in which examination is desired in order that the proper papers may be shipped.**

Experience will be rated on the statements in the application, satisfactorily corroborated. Applicants are required to file only one application form in case examination is desired in more than one branch, and they should state as definitely as possible the experience they have had which would tend to qualify them in the branches selected. The ratings in each branch will be determined separately, and a separate register will be maintained for each branch. Two days will be required in case more than three branches are taken. Subjects of examination and relative weights of subjects on a scale of 100 shown under each branch are as follows:

**Branch 1.—STEAM ENGINEERING;** time allowed, three hours. **PRACTICAL QUESTIONS,** covering installation, repair, and operation of boilers and steam engines and pumps, 60; **TRAINING AND EXPERIENCE** in handling steam engines and boilers and pumps, 40.

**Branch 2.—ELECTRICAL ENGINEERING;** time allowed, three hours. **PRACTICAL QUESTIONS,** covering generators and motors, switchboard apparatus, wiring for lighting and power, 60; **TRAINING AND EXPERIENCE** in handling electrical apparatus, 40.

**Branch 3.—HEATING;** time allowed, two and one-half hours. **PRACTICAL QUESTIONS,** covering heating by hot water and exhaust or live steam, 60; **TRAINING AND EXPERIENCE** in handling heating plants, 40.

**Branch 4.—REFRIGERATION;** time allowed, two and one-half hours. **PRACTICAL QUESTIONS,** covering systems of refrigeration and operation of necessary apparatus, 60; **TRAINING AND EXPERIENCE** in handling refrigerating apparatus, 40.

**Branch 5.—GAS AND GASOLINE ENGINES;** time allowed, two hours. **PRACTICAL QUESTIONS,** covering operation of gas and gasoline engines, 60; **TRAINING AND EXPERIENCE** in handling gas and gasoline engines, 40.

**Branch 6.—HYDRAULICS;** time allowed, two hours. **PRACTICAL QUESTIONS,** covering operation of water turbines and water wheels, 60; **TRAINING AND EXPERIENCE** in handling turbines and water wheels, 40.

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

(For information concerning the Indian Service, see sec. 33.)

**Sec. 131. Engineer, stationary steam, Departmental Service.**—This examination will be given only when eligibles are needed. (See sec. 44.)

**Sec. 132. Engraver, copperplate map, Geological Survey and Coast and Geodetic Survey.**—Age, 18 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. No educational test is required. Applicants are rated upon the character and degree of excellence of samples of engraving, which must be submitted with their applications. The samples should show the quality of the applicants' work in lettering, water lines, contour lines, hill shading, sanding, culture, and other map features. Their experience and the nature of their previous employment will be considered.

**Sec. 133. Engraver, script, square letter, and vignette, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. Applicants are required to file only one application form in case examination is desired in more than one kind of engraving. No educational test is required. Applicants are rated upon the character and degree of excellence of the samples of engraving, which must be submitted with their applications. Their experience and the nature of their previous employment may be considered.

**Sec. 134. Engrossing clerk, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 135. Examiner of surveys, General Land Office.**—(See Surveyor, General Land Office, sec. 250.)

**Sec. 136. Farmer, Indian Service.**—From the list of eligibles resulting from this examination appointments will also be made to the position of industrial teacher, male. Age, 21 to 50 years; application form, 304, including the medical certificate; time allowed, six and one-half hours. If the competitor desires to take the examination for both the eastern and western districts, one hour additional will be allowed for the additional sheet of practical questions in farming. Subjects of examination and relative weights of subjects on a scale of 100: **PENMANSHIP**, 5; **SPELLING AND COPYING**, 5; **FARM ECONOMY**, relating to farm implements, appliances, machinery, and construction of farm buildings, 20; **PRACTICAL QUESTIONS IN FARMING**, embracing operations with soils, crops, and timber, in dairying, stock raising, orcharding, and gardening as applied to general farming, 30; **KEEPING ACCOUNTS**, 5; **TRAINING AND EXPERIENCE IN FARMING AND CARPENTRY**, rated on Form 304 and corroborative evidence, 35.

Applicants who fail to show training and experience which entitles them to a rating of 70 per cent in the sixth subject will not be admitted to the examination. (For further requirements see sec. 33.)

Applicants should make a full and detailed statement of any experience they have had in farming by irrigation. The number of years so engaged, the character of the

crops grown, the acreage irrigated, and the place or places where the experience was obtained must be fully shown. Eligibles who have had such experience will usually be first certified for appointment.

**Only those applicants who have had experience in farming by irrigation will be admitted to the examination to be held on April 15, 1914. (See secs. 1 and 2.)**

In rating the subject of training and experience special credit will be given graduates of recognized agricultural colleges and those experienced in handling farm help. This experience is considered valuable, as the farmer in the Indian Service is expected to lead Indians in agricultural lines, awakening in them interest in their work.

Two lists of practical questions in farming will be prepared. Applicants living in the Western districts will be given practical questions in farming appropriate to that portion of the United States, while those in the Eastern districts will be given practical questions in farming appropriate to the Eastern districts, unless in any instance the applicant indicates a desire to be examined for another district than that in which he lives.

For purposes of certification the country will be divided into four districts, the first of which will include the States of Washington, Oregon, Idaho, Montana, and Wyoming; the second, the States of California, Nevada, Utah, Colorado, Arizona, and New Mexico; the third, the States lying east of the eastern boundary of Colorado, Wyoming, and Montana and north of the southern boundary of Nebraska, Iowa, Illinois, Ohio, Pennsylvania, and New Jersey; and the fourth district, the States lying east of New Mexico and Colorado and south of the line above indicated for the third district.

Certifications will be made for filling vacancies as they may occur—first, of those eligibles who are residents of the district in which the vacancy exists, and, second, of those who are residents of other districts and who have taken the examination for the district in which the vacancy exists.

The Indian Office has experienced considerable difficulty in securing a sufficient number of unmarried farmers, it being impossible in some instances to provide quarters for married men and their families.

Each applicant must hand to the examiner on the date of the examination a photograph of himself *taken within two years*. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant for the position of farmer who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

**Sec. 137. Farmer, with knowledge of irrigation, Indian Service.**—This examination has been discontinued. (See Farmer examination, sec. 136.)

**Sec. 138. Field clerk, Reclamation Service (formerly junior clerk).**—(See Forest and field clerk examination, sec. 144.)

**Sec. 139. Field matron, Indian Service.**—Applicants must be in good health and physically robust, as the work is arduous; in many places it requires long drives or horseback rides visiting Indian families. From the list of eligibles resulting from this examination certification will also be made to the position of female industrial teacher. Age, 25 to 45 years; application and examination form, 1312, including the medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **KEEPING ACCOUNTS**, memoranda of domestic supplies with or without cost are given and the competitor is required to make proper entries in accounting therefor, etc., 5; **ESSAY**, relating to the Indian's mode of living, etc., 5; **ELEMENTARY SEWING**, practical questions relating to methods, stitches, etc., and the making of a sample of elementary sewing, 10; **COOKING AND GENERAL HOUSEHOLD MANAGEMENT**, including care of food, its preparation and nutritive value, and housekeeping, 15; **SANITATION, HYGIENE, CARE OF THE SICK**,



AND CARE AND FEEDING OF CHILDREN, embracing matter relative to water supply, disposal of waste, etc., use of disinfectants, and home nursing, 15; HOME GARDENING AND POULTRY RAISING, 5; METHODS OF SOCIAL WORK, relating to social conditions and civic betterment, etc., 5; TRAINING AND EXPERIENCE, 40.

Applicants must clearly indicate in their applications what experience, if any, they have had in the management of their own homes or in the instruction and training of others in the household arts. They must answer fully what experience and training, if any, they have had in (a) cookery, (b) household sanitation, (c) sewing, (d) care of the sick, (e) care and feeding of infants, (f) home gardening and poultry raising, and (g) social work, such as reform, settlement, slum, civic betterment, or any similar line of work.

A part of the examination will be the making, by each competitor, of a sample of elementary sewing at the examination. This test is a part of the third subject. Each competitor must bring needle, scissors, thimble, thread (No. 30), and a piece of white muslin 8 by 12 inches for sample work.

Each applicant must hand to the examiner on the date of the examination a photograph of herself taken *within two years*. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant for the position of field matron who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

(For information concerning the Indian Service, see sec. 33.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 140. Fish culturist, Bureau of Fisheries.**—Age, 20 to 45 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 40), 20; PENMANSHIP, 15; REPORT WRITING (first grade, see sec. 40), 25; PRACTICAL QUESTIONS IN FISH CULTURE, AQUATIC BIOLOGY, AND PHYSICS, 30; TRAINING AND EXPERIENCE, 10.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the weights indicated above, and also a rating of at least 70 in the fourth subject, will not be eligible for appointment.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for a college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Fish culturist at large, \$900 to \$960 a year; fish culturist, \$900 a year; assistant messenger, car service, \$900 a year; messenger, car service, \$1,000 a year; and foreman of station, \$900 to \$1,200 a year.

Persons appointed as a result of this examination are, after satisfactory service, eligible to promotion without further examination to the following positions in the Bureau of Fisheries: Car captain, \$1,200 a year; superintendent of station, \$1,500 a year; and field superintendent, \$1,800 a year.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 141. Forest Service.**—On December 17, 1904, the President issued an order which classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, and it was provided that forest supervisors and rangers should be selected, when practicable, from qualified citizens of the States or Territories in which the said forests, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service under the direction and control of the Forester.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, scaler, forest ranger, assistant forest ranger, forest guard, planting assistant, and clerk.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, forest assistant, or other person eligible for promotion.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant. Clerks, forest assistants, lumbermen, assistant forest rangers, and planting assistants are appointed through competitive examination. With the exception of the examination for forest assistant, which is held annually, examinations for this service are held only when eligibles are needed. (See secs. 142 and 144.)

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires or when other special work requires additions to the regular forest force. Persons thus employed are known as forest guards and temporary laborers, and serve only as long as required.

No examination is required for the position of forest guard. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

**Sec. 142. Forest assistant, Forest Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first four subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SILVICULTURE, comprising silvics, improvement of forests, methods of cutting for reproduction, artificial reforestation, etc., 20; ECONOMICS AND LAW, comprising direct and indirect importance of forests, public-land laws, special forest laws, etc., 5; FOREST MANAGEMENT, comprising forest finance, forest regulation, working plans, application of organized forestry, control of grazing, etc., 10; FOREST PROTECTION, comprising protection from fire, control of forest insects, fungous diseases, etc., 5; LUMBERING, comprising estimating of timber, scaling, logging, transportation of logs, manufacture of forest products, etc., 15; ENGINEERING, comprising plane and topographic surveying, and the construction of roads, trails, etc., 10; DENDROLOGY, comprising the botanical classification and characteristics of forest trees, 10; FOREST PRODUCTS, comprising the utilization and preservation of wood, 5; TRAINING AND EXPERIENCE in theoretical and practical forestry, 20. Applicants must show in their applications all the theoretical and practical training and experience they have had. In order to receive a rating of 60 per cent on this subject, which is necessary for admission to the examination, applicants must have had the following minimum training and experience: (a) Not less than one full school year's theoretical and practical training in forestry at a forest school or at an established department of forestry in an institution of collegiate grade, or the full equivalent of such training; (b) for those who have not attended forest schools, not less than two years' experience in practical forestry work in the field. (See sec. 31 for time of filing application.)

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.

**Sec. 143. Forest assistant, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate. Subjects and weights identical with those for forest assistant, Forest Service. (See sec. 142.) Usual entrance salary, \$1,400. Field expenses are allowed appointees when absent on duty from their permanent station. (For further requirements see section 35.)

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 144. Forest and field clerk.**—From the list of eligibles resulting from this examination appointments will be made to the positions of forest clerk in the Forest

Service and field clerk (formerly junior clerk) in the Reclamation Service. Both men and women will be admitted to this examination, but women will not be employed as forest clerks. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office. Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of forest clerk; application form, 1371; time allowed, seven and one-half hours. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 5; STENOGRAPHY, 25; COPYING FROM ROUGH DRAFT, (typewriting, see sec. 233), 10; COPYING FROM PLAIN COPY (typewriting, see sec. 233), 5; TIME, see sec. 233), 10; ELEMENTS OF BOOKKEEPING, 20; ARITHMETIC (first grade, see sec. 40), 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 10.

In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

The forest and field clerk examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 36.)

In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 145. Freedmen's Hospital.**—The following positions now existing and any similar positions which may be hereafter created in this hospital will be filled through noneducational examination:

Cook, head; cook, second; cook, third; drivers; laborers; laundresses; laundrymen; maids; orderlies; pupil nurses; waiters.

Applicants must be physically healthy and of good moral character. Applicants for the position of pupil nurse must be between 21 and 35 years of age, and for other positions between 18 and 35 years of age, except that preference claimants may be examined without regard to age. (See sec. 286.)

Positions other than those mentioned above will be filled from certifications made from registers maintained by the Civil Service Commission. General registers will be used as far as possible and due publicity will be given to any examination announced especially for filling positions in the Freedmen's Hospital.

Applications for positions for which noneducational examinations are given can be obtained from the Secretary of the Board of Examiners at the Freedmen's Hospital, Washington, D. C., and when fully executed should be returned to him. Applications may be filed at any time, but registers will be established on the first of January, April, July, and October of each year unless lack of eligibles necessitates the rating of papers at other times.

**Sec. 146. Geologic aid, and assistant geologist, Geological Survey.**—Age, 20 years or over; application form, 1312.

The examination will consist of two parts, which will be given on consecutive days. Competitors for the position of geologic aid will be examined only in Part I;

competitors for the position of assistant geologist will be required to take both Parts I and II of the examination. If a competitor attains an average of less than 70 per cent in Part I, the second part of his examination will not be considered. An applicant who desires to apply for both positions need file but one application.

Competitors who pass Part I of the examination will be eligible for appointment to the position of geologic aid, in which the salaries paid will range from \$60 to \$100 a month when actually employed; those passing both Parts I and II will be eligible for appointment to the position of geologic aid and also that of assistant geologist, in which the salaries will be from \$1,200 a year up. The salaries in either position will depend on the experience and qualifications of the appointees.

Geologic aid, and assistant geologist (Part I). Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY, PHYSICS, AND MATHEMATICS, 20; FRENCH OR GERMAN, translation into English of scientific matter, 10; GENERAL GEOLOGY AND MINERALOGY, 30; INTERPRETATION OF GEOLOGIC AND TOPOGRAPHIC MAPS, 30; TRAINING AND EXPERIENCE, 10.

Assistant geologist (Part II). Subjects of examination and relative weights of subjects on a scale of 100: ESSAY on a geologic subject, accompanied by drawings (both English composition and drawing will be rated on this subject), 20; INTERPRETATION OF GEOLOGIC MAPS, 20; GEOLOGY, special subjects: (a) Economic geology; (b) paleontology; (c) petrology; (d) stratigraphy. (The competitor may select any one or more of these special subjects as a part of his examination. Ten questions are given in each. The order in which the special subjects will be given will be determined at the time of the examination and can not be stated in advance. Three hours are allowed for each special subject taken, and generally it will be practicable to give the competitor one of these subjects on the second day of the examination. The remaining special subjects will be given on the following days. Separate registers of eligibles will be established for each of the special subjects, and the name of a competitor will be entered upon the register of each examination which he passes), 20; TRAINING AND EXPERIENCE, 40.

In answer to Question 1 of the application applicants must state which examination they desire to take. Those who apply for the assistant geologist examination must also state the special subjects mentioned in the third subject in which they desire to be examined. Applicants who have previously passed the geologic aid examination and desire to qualify for the position of assistant geologist will be required to take both Part I and Part II of the examination.

One day will be allowed all competitors for Part I of this examination. On the second day those competitors who take the assistant geologist examination will be given the first and second subjects of Part II, and also, if practicable, one of the special subjects mentioned in the third subject. The remaining special subjects will be given on following days.

These examinations will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 147. Geological Survey.**—Temporary field positions in the Geological Survey are graded as follows:

*Grade 1.*—Geologic field assistant, hydrographic field assistant, topographic field assistant, triangulation field assistant, transitman, levelman.

*Grade 2.*—Rodman, chainman, recorder, collector.

*Grade 3.*—Teamster, packer, cook, camp laborer, etc.

*Grade 4.*—Assistants doing occasional work.

Temporary employees for positions in grade 1 must be selected from the registers of the Civil Service Commission as far as practicable.

Positions in grade 1 may be filled by selections outside the civil-service registers in the following cases:

(a) When there are no eligibles on the appropriate register who will accept such employment.

(b) When the character of the field service is such that special qualifications are essential and these qualifications are not possessed by any eligibles. This condition applies especially to positions with parties in Alaska and the more remote parts of the West where experience as a boatman or horseman may be essential.

(c) When an unforeseen emergency arises during the progress of the field work necessitating the immediate filling of the position. Cases of this kind may be due to the position of assistant becoming vacant through the incompetency or disablement of the incumbent or through necessary rearrangement of parties.

Temporary *employment* for positions in grade 2 may be made for the field season without examination. The positions in this grade, by reason of their duties, are within the competitive service; but because of the brief period of employment appointments through examination at the present time are considered impracticable.

Temporary *employment* for positions in grade 3 may also be made without examination for the field season, as the positions in this grade are mostly unclassified and remote from the cities where registers for unclassified laborers are maintained, and in such cases where the duties are partially those of classified positions the brief periods of *employment* make appointments through examinations impracticable.

As appointments to grade 4 are for occasional services only and are given to residents in the particular place at which such services are desired, and as the compensation is merely nominal and not sufficient to provide for the support of any person, no examination will be required.

Persons desiring appointment to temporary positions in the field force of the Geological Survey, where such appointment is permissible without examination as shown above, should apply to the Director of the Geological Survey, Washington, D.C.

(For technical examinations held for positions in the Geological Survey, see secs. 146, 152, 171, 172, and 261.)

**Sec. 148. Government Hospital for the Insane.**—Apply for information concerning employment in the positions of attendant and classified laborer to the secretary of the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 149. Guard, United States Penitentiary Service.**—Age, 21 to 60 years; application form, 304. The medical certificate in Form 304 must be executed. Time allowed, three hours. Applications will not be accepted from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight, and the commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage, and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination and relative weights on a scale of 100 are: SPELLING, 10; ARITHMETIC, 5; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); PHYSICAL ABILITY, 20; TRAINING AND EXPERIENCE, 40.

Each applicant for examination for the position of guard will be required to submit to the examiner on the day he is examined a photograph of himself *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. The applicant will be furnished by the commission with a card on which to mount the photograph and to furnish necessary

information in relation thereto. *An applicant for the position of guard who fails to present a photograph to the examiner will not be admitted to examination. Tintypes will not be accepted.*

There are three United States penitentiaries in which guards are employed—at Fort Leavenworth, Kans., Atlanta, Ga., and McNeil Island, Wash. Residents of the State of Washington are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge of such institution, who will be communicated with concerning the applicant's fitness for employment as a guard in a United States penitentiary.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time, it will be announced.

**Sec. 150. Horticulturist.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 151. Hospital interne, Isthmian Canal Service.**—This examination has been discontinued. Appointments will hereafter be made from the physician register. (See sec. 207.)

**Sec. 152. Hydrographic engineer, Geological Survey.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 153. Immigrant inspector, Immigration Service.**—From this examination the positions of immigrant inspector and Chinese inspector will be filled. Age, 20 to 55 years; application form, 1312; time allowed, seven and one-half hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 15 (all first grade, see sec. 40); COPYING FROM PLAIN COPY, 5 (second grade, see sec. 41); PRACTICAL QUESTIONS IN THE IMMIGRATION AND CHINESE-EXCLUSION LAWS AND REGULATIONS, 30; TRAINING AND EXPERIENCE, 20.

Competitors who fail to receive a rating of at least 70 in the subject "Practical questions in the immigration and Chinese-exclusion laws and regulations" will not be eligible for appointment, and the remaining subjects will not be rated. Copies of the immigration and Chinese-exclusion laws may be obtained from the Department of Labor, Washington, D. C.

It is desired to secure persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request in answer to Question 1 of their applications may also be examined in one or both of the following optional subjects: (1) STENOGRAPHY AND TYPEWRITING, including the stenography and typewriting tests of the examination for stenographer and typewriter. Stenography will be given a weight of 30, and the typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 233 and 238 for description of tests.) No competitor who attains an average of less than 70 in these tests combined, with the relative weights indicated above, will be eligible in this optional. Time, not to exceed two hours and ten minutes. (2) INTERPRETING one or more of the following languages: Arabic, Armenian, Assyrian (Arabic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindoo, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Arabic), Turkish, Yiddish (Hebrew jargon). Applicants who desire to qualify in one or more of these languages will, upon notice to that effect, be

furnished a copy of Form 1141, and the languages selected must be specifically named in answer to Question 1 of Form 1141 or Form 1312. No educational test in the languages will be given, but the rating in the language will be based upon the statements of the persons whose names and addresses the applicant furnishes on Form 1141, who can read and speak the language concerning which they vouch. At least two, but not more than three, names of persons must be furnished by the applicant for each language in which he desires to qualify. The same person may vouch for as many different languages as he is able to read and speak. No credit will be given for any language in which a rating of less than 70 per cent is received.

A register will be established containing the names of all competitors who become eligible on the basis subjects, and separate registers of those who are eligible on the basis and one of the optional subjects.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States will be divided into four districts, the Mississippi River to be the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California to be the dividing line north and south. (For mounted inspector, Immigration Service, on the Mexican border see sec. 197.)

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 154. Income tax.**—Positions under the income-tax law in the Treasury Department at Washington, D. C., below the grade of chief of division are in the competitive classified service, and appointments to such positions will be made in the same manner as to other classified positions. Positions under this law in the field outside of the Treasury Department at Washington, D. C., are filled under such regulations as may be prescribed by the Secretary of the Treasury. For information in regard to such positions application should be made to the Secretary of the Treasury, Washington, D. C.

**Sec. 155. Indian Insane Asylum.**—The board of examiners for this asylum has been abolished. Positions in this asylum are filled from appropriate eligible registers for the Departmental and Indian Services.

**Sec. 156. Indian Irrigation and Allotment Services.**—All positions in these services are classified and subject to examination except those hereafter mentioned under the heading "Unskilled laborers." The positions are divided into two general classes—first, those requiring an educational test, and, second, those requiring no educational test, and known as trades positions.

*Educational positions.*—The principal positions requiring an educational test are: Engineers; assistant engineers; junior engineers; surveyors; draftsmen; clerks, bookkeepers, stenographers, skilled laborers, copyists, and typewriters; specialists or experts. Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission.

*Trades or noneducational positions.*—Supervisors of ditches; superintendents of construction or grading; foremen; timekeepers; rodmen, chainmen, and similar positions; carpenters, blacksmiths, masons, and sawyers. All employees performing special duties, such as concrete finishers, cranesmen, dam and head-gate tenders, dredge engineers, ditch riders, electrical assistants, enginemen, line riders, powdermen, riggers. The employment of Indians in any of these positions is permissible without registration.

Applications for these positions are to be made to local boards of examiners.

Local boards of examiners have been constituted by the commission at the following points: California—Office of Chief Engineer, Federal Building, Los Angeles, Cal. Montana—Office of Special Allotting Agent, Poplar, Mont. New Mexico—Office of Superintendent of Irrigation, Albuquerque, N. Mex. Oregon—Office of Superintendent of Irrigation, Klamath Agency, Oreg. South Dakota—Office of

Special Allotting Agent, Pierre, S. Dak. Utah—Office of Superintendent of Irrigation, Myton, Utah. Washington—Office of Special Allotting Agent, Fort Spokane, Miles post office, Wash.; Office of Superintendent of Irrigation, Toppenish, Wash. Wyoming—Office of Superintendent of Irrigation, Wind River, Wyo.

*Unskilled laborers.*—Unskilled laborers, such as apprentices in mechanical trades, axmen, bakers, cooks, derrickmen, drillmen, drivers, hostlers, teamsters, etc., to be appointed by the engineer in charge without examination.

**Sec. 157. Indian reservation superintendent, Indian Service.**—Age, except employees of the Indian Service, 25 years or over; application forms, 304, including the medical certificate, and special form.

**Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.**

Applications, with the accompanying examination material, will be rated and the register replenished quarterly, as soon as practicable after the first of January, April, July, and October. To receive consideration for a particular quarter, applications must be filed not later than the fifteenth of the preceding month. Subjects of examination and relative weights of subjects on a scale of 100: **GENERAL EDUCATION AND SPECIAL TRAINING, 30; SPECIAL EXPERIENCE AND FITNESS, 40; ESSAY, 10; THESIS, 20.**

The requirements of this examination demand that those who obtain eligible ratings must have had a broad general education and considerable special training along the lines of business management, economics, political science, applied sociology, and history, and have been reared in such economic and social environments as have brought them into real contact with the various kinds of humanity and the conditions under which they live: Experience in dealing with Indians or of a sociological nature is important. They should also have had executive experience, that along agricultural, industrial, or financial lines being considered valuable.

The duties of this position will be of a supervisory nature and will relate to farming (sometimes with irrigation), forestry, boarding schools and district day schools, grazing, questions of health (particularly tuberculosis and trachoma), combating the liquor traffic with Indians, and all human problems that can arise out of these various relations. Many of these reservations are as large as some of the smaller Eastern States, have several thousand Indians upon them, and possess varied natural resources. Each superintendent is therefore bound to come in contact with difficult economic and sociological problems.

The salaries of these positions range from \$1,200 to \$3,000 a year.

(For information concerning the Indian Service, see sec. 33.)

**Sec. 158. Industrial teacher, Indian Service.**—(Female, see Field Matron, sec. 139; male, see Farmer, sec. 136.)

**Sec. 159. Industrial teacher (men only), Philippine Service.**—Applications for this position are received by the commission at any time.

The next examination will be held beginning on March 11, 1914. Age, 20 to 40 years; application form, 2, including medical certificate. Time allowed, six hours if the competitor takes the practical questions in ironworking or woodworking, but not both. If the questions in both are taken, one hour additional will be allowed for the additional questions. Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING on some subject relating to the trade, 15; PENMANSHIP, 5; ARITHMETIC, comprising problems involving addition, subtraction, multiplication, division, elementary bookkeeping, percentage, decimals, and problems in mensuration, 10; METHODS OF PRESENTING AND TEACHING THE TRADE, 20; PRACTICAL QUESTIONS, including a simple mechanical drawing, in (a) IRONWORKING and (b) WOODWORKING (competitors may be examined in either (a) or (b) or may take both if they desire), 30; TRAINING AND EXPERIENCE, 20.**



The work of American men teachers is largely of a supervisory character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

Industrial work is being emphasized more strongly each year. Teachers of carpentry and forging and machine-shop practice are in great demand. There is need for men with sufficient knowledge of machinery to run small sawmills.

Practical teachers who are masters of their trades will find responsible and remunerative positions. More than thirty provincial schools are fully equipped with woodworking machinery, and many have both woodworking and ironworking machinery.

Applicants for this examination should have had experience in teaching these trades or should have had school training in them. Persons who are merely journeymen are not desired.

Competitors must supply themselves with small drawing board, drawing instruments, and india ink.

(For further requirements, see sec. 35.)

**Sec. 160. Inspector's assistant (men only), Bureau of Animal Industry, Department of Agriculture.**—Appointments will be made from this register to positions which were formerly filled from the tagger register. Age, 20 to 40 years; application form, 304; time allowed, six hours. Applicants must show in their applications that they have had at least three years' experience in handling meats or meat-producing animals. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); PRACTICAL QUESTIONS, 50. Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment, and the remaining subjects will not be rated.

The duties of this position are to assist both veterinary inspectors and meat inspectors at slaughterhouses and packing establishments in connection with their duties as inspectors of meat and meat-food products.

The entrance salary of this position is \$840 per annum.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 161. Internal-revenue examination.**—For information and application form for classified positions in this service applicants should write to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 36.)

Attention is invited to the following provision of the urgent deficiency act, approved October 22, 1913:

"Hereafter any deputy collector of internal revenue or deputy marshal who may be required by law or by authority or direction of the collector of internal revenue or the United States marshal to execute a bond to the collector of internal revenue or United States marshal to secure faithful performance of official duty may be appointed by the said collector or marshal, who may require such bond without regard to the provisions of an act of Congress entitled 'An act to regulate and improve the civil service of the United States,' approved January 16, 1883, and amendments thereto, or any rule or regulation made in pursuance thereof, and the officer requiring said bond shall have power to revoke the appointment of any subordinate officer or employee and appoint his successor at his discretion without regard to the act, amendments, rules, or regulations aforesaid."

For information relating to positions connected with the administration of the income-tax law, see section 154.

**Sec. 162. Interpreter.**—This examination will be held only when eligibles are needed. (See sec. 44.) Persons requesting to be notified of this examination should state the languages in which they are proficient.

**Sec. 163. Irrigation engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 164. Irrigation engineer, Reclamation Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 165. Junior chemist, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, seven hours for the first three subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first three subjects will be given on the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally two of the optional subjects desired by the competitor will be given on the second day and two on each succeeding day. Not more than two of the optional subjects will be given the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: GENERAL CHEMISTRY, 15; ELEMENTARY PHYSICS, 10; FRENCH OR GERMAN, 10; PRACTICAL QUESTIONS on each optional subject chosen, 35; EDUCATION, TRAINING, AND EXPERIENCE (see sec. 31 for time of filing application), 30.

Examination will be given in the following-named optional subjects, and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Advanced inorganic chemistry. | 7. Organic chemistry.        |
| 2. Analytical chemistry          | 8. Pharmaceutical chemistry. |
| 3. Biological chemistry.         | 9. Physical chemistry.       |
| 4. Dairy chemistry.              | 10. Sanitary chemistry.      |
| 5. Food chemistry.               | 11. Soil chemistry.          |
| 6. Metallurgical chemistry.      |                              |

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional subjects will not be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

An educational training equivalent to that required for graduation from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive his degree within six months from the date of the examination, is a prerequisite for consideration for this position. Certification of such senior students will be contingent upon their graduation within the time specified.

The usual entrance salary for junior chemists ranges from \$1,200 to \$1,440 a year, but persons showing in their examination that they are unusually qualified are occasionally appointed at higher salaries not to exceed \$1,740 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those attaining the highest averages in the examination.

Certification will be made, as a result of this examination, to fill vacancies in the positions of assistant chemist, Bureau of Chemistry; junior chemist, Bureau of Mines and Bureau of Soils; laboratory assistant in chemistry and assistant chemist, Bureau of Standards, and vacancies in other positions requiring similar qualifications.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in

the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 166. Junior engineer (mechanical), Bureau of Mines.**—Age, under 30 years; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of five and seven hours, respectively. The first two subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY AND PHYSICS, 10; ESSAY on a mechanical engineering subject, accompanied by sketches, 20; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MECHANICAL ENGINEERING, INCLUDING TESTING OF FUELS, 30; TRAINING AND EXPERIENCE, 30.**

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mechanical engineering, or that they are senior students in such institutions and will complete the required course in June.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 167. Junior engineer (mining), Bureau of Mines.**—Age, under 30 years, except that applications are accepted from persons under 35 years of age who have had the necessary educational training and have also had actual experience in rescue and recovery work at mine disasters, have made investigations and reports concerning mine disasters and their possible causes, and have had training and experience in the wearing of artificial breathing apparatus and in first aid to the injured; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY AND PHYSICS, 10; MINERALOGY AND GEOLOGY, 10; ESSAY, accompanied by sketches, on a subject relating to mining, 10; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MINING OPERATIONS, including tunneling, blasting, hoisting, ventilation, shaft sinking, etc., 30; TRAINING AND EXPERIENCE, 30.**

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mining engineering, or that they are senior students in such institutions and will complete the required course in June.

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 168. Junior engineer (civil), Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Applicants for this position will be given the examination for civil engineer in the Departmental Service. (See sec. 76 for entrance requirements and description of tests.) From the eligible list secured as a result of this examination, selection may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided

(1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 169. Junior engineer (mechanical or electrical), Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Time allowed, two days of six and four hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100. PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; CONSTRUCTION AND OPERATION of boilers, engines, electric machinery and apparatus, materials of construction, etc. (general questions on mechanical and electrical engineering), 25; THEORY AND PRACTICE OF (a) MECHANICAL ENGINEERING, or (b) ELECTRICAL ENGINEERING (questions on advanced theory and practice), the competitor to select (a) or (b), 30; TRAINING AND EXPERIENCE (see section 31 for time of filing application), 25.

Competitors in this examination will be allowed to use a slide rule.

No applicant who has not had at least five years' good experience in mechanical (or electrical) engineering work will be admitted to this examination. Graduation in mechanical (or electrical) engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of mechanical (or electrical) engineering about to graduate or just graduated and others who have filled minor positions and who have not received a suitable technical training will not be admitted to the examination.

From the eligibles secured as a result of this examination, selections may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 170. Junior engineer, Reclamation Service.**—Age, 20 to 45 years; application form, 1312. The medical certificate in application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Time allowed, two days of seven hours each. The first two subjects will be given on the first day, and the third and fourth on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms, elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 20; DRAWING AND LETTERING, problem to show a knowledge of construction and use of contours, 15; TRAINING AND EXPERIENCE, 20.

In rating training and experience a minimum rating of 70 per cent will be given applicants who have just graduated or are about to graduate in civil engineering from any reputable technical school or college. Higher ratings will be given for special education or practical experience. Junior engineers may be appointed assistant engineers (see sec. 57), provided they possess the requisite qualifications, and may be promoted to engineer positions in the discretion of the department. Failure to attain 70 per cent in experience will not in itself render a competitor in this examination ineligible.

From the eligible list obtained from this examination secondary positions in the Reclamation Service, with a salary of \$900 a year and upward, will be filled. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for junior engineer may be placed on the register for assistant engineer (see sec. 57) if his ratings and experience are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Applicants should provide themselves with a straightedge, a scale showing 400 feet to the inch, and such other drawing instruments as may be necessary in making a contour map.

All questions are such that any competent third or fourth year technical student with little practical experience may be expected to answer them satisfactorily.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 171. Junior engineer, Technologic Branch, Geological Survey.**—(See Junior engineer, Bureau of Mines, secs. 166 and 167.)

**Sec. 172. Junior topographer.**—(Formerly topographic aid examination.) Age, 20 to 30 years, except that the maximum age limit in the case of men who have had five field seasons' experience in any Government bureau as technical field assistants doing topographic work similar to that executed by the Geological Survey is 35 years.

Application form, 1312. The medical certificate on the application form must be executed. Time allowed, two days of six and seven hours, respectively. The first and second subjects will be given on the first day; the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 15; SURVEYING, USE AND CARE OF INSTRUMENTS, AND ELEMENTS OF ASTRONOMY as applied to surveying (the field questions are all elemen-

tary in character and do not involve any mathematical knowledge beyond that required under subject 1), 15; **CONTOUR CONSTRUCTION**, consisting of drawing contour lines from given perspective view, 25; **TOPOGRAPHIC DRAWING AND LETTERING**, 15; **TRAINING AND EXPERIENCE**, 30.

Appointment to permanent positions in the Geological Survey will be made from the junior topographer register. Certifications for filling temporary positions during the field season will be made from the topographic aid register. (See sec. 261.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject "training and experience."

Competitors must supply themselves with drawing board not less than 15 inches square, drawing pen, pencil, scale, ink, and square or triangles.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 173. Kindergarten teacher, Indian Service.**—Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of kindergarten teacher in the same school; application form, 1312; time allowed, two days of five hours each. The first seven subjects are given on the first day, the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **PENMANSHIP**, 5; **SPELLING AND COPYING**, an exercise of about ten lines of ordinary prose containing 20 or more misspelled words, 5; **PEDAGOGY**, one or more topics relating to the principles of kindergarten instruction, to be discussed in essays of not less than 100 to 250 words, 10; **ARITHMETIC AND FORM STUDY**, questions concerning the relation of kindergarten gifts and occupations to number and form, 10; **LANGUAGE**, questions relative to teaching English in primary and kindergarten work, 5; **GEOGRAPHY**, questions relative to the presentation of the elements of geography to kindergarten and primary pupils, 5; **NATURE STUDY**, questions on topics relative to the teaching of this subject in primary instruction, 5; **DRAWING**, tests in graphic free-hand sketching, chiefly to test ability to illustrate lessons in kindergarten and primary instruction, 10; **PSYCHOLOGY OF CHILDHOOD**, questions on topics relative to the principles of psychology involved in kindergarten and primary instruction, 10; **USE OF KINDERGARTEN MATERIALS**, practical tests with kindergarten materials to determine the competitor's ability to use them in school work, 15; **SONGS, GAMES, AND STORIES**, questions on topics designed to test competitor's familiarity with this subject in kindergarten work, 15; **PHYSIOLOGY AND HYGIENE**, questions having special reference to the proper care and consideration to be given by the teacher to kindergarten and primary pupils, 5. (For information concerning the Indian Service see sec. 33.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 174. Laboratory assistant, Bureau of Standards.**—Men only will be admitted to this examination. Age, 20 to 35 years; application form, 1312; time allowed, four hours for the first two subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first two subjects will be given on the morning of the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally one of the optional subjects desired by the competitor will be given on the afternoon of the first day and two on each succeeding day. Not more than two of the optional subjects will be given the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: **GENERAL PHYSICS**, 25; **FRENCH OR GERMAN**, 10; **PRACTICAL QUESTIONS** on each optional subject chosen, 35; **EDUCATION, TRAINING, AND EXPERIENCE** (see sec. 31 for time of filing application), 30.

Examination will be given in the following-named optional subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                      |                        |
|--------------------------------------|------------------------|
| 1. Ceramics.                         | 6. Mechanics.          |
| 2. Electrical engineering.           | 7. Optics.             |
| 3. Electricity.                      | 8. Paper technology.   |
| 4. Heat.                             | 9. Textile technology. |
| 5. Mechanical and civil engineering. |                        |

A competitor must attain a rating of at least 70 per cent in the practical questions in at least one of the optional subjects to be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

An educational training equivalent to graduation from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive a degree within six months from the date of examination, is a prerequisite for consideration for these positions. Certification of such senior students will be contingent upon their graduating within the time specified.

The entrance salaries of these positions range from \$900 to \$1,200 a year.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 176. Land law clerk, Departmental Service.**—Age, 18 years or over; application and examination form, 1312; time allowed, two days of five hours each. The first five subjects will be given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICAL QUESTIONS in elementary law and in United States public-land laws and procedure, 40; TRAINING AND EXPERIENCE, 30.

Appointments from this register are made to the position of land law clerk in the Forest Service, Department of Agriculture, at entrance salaries ranging from \$900 to \$1,600 a year, and to the position of register and receiver's clerk in local land offices, under the Department of the Interior, at an entrance salary of \$900 a year, with possibility of promotion to \$1,000, \$1,100, \$1,200, \$1,300, and \$1,400, in the order designated. Appointments may also be made to positions in other branches of the service in which a knowledge of public-land laws and procedure is necessary.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 176. Law clerk, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of five hours each. The first five subjects are given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC,

5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); LAW, embracing practical questions upon nearly the entire field of law, excepting technical rules of practice and statutory laws not common to all the States, 70. Competitors who fail to attain a rating of 70 in the subject of law will not be eligible for appointment and the remaining subjects will not be rated.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 177. Law clerk-stenographer-typewriter.**—From the list of eligibles resulting from this examination appointments will be made to the position of clerk, qualified in law, stenography and typewriting, and to the position of naturalization examiner in the Department of Labor. This examination supersedes the examination for naturalization examiner. Age, 22 to 40 years, but no eligible who is under 27 years of age will be certified to the position of naturalization examiner, and no person under 24 years of age will be certified for appointment to a position in the Field Service; application form, 304. Time allowed, two days of six and six and one-half hours, respectively. The first eight subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY (see sec. 233), 20; COPYING AND SPACING (typewriting, see sec. 233), 4; COPYING FROM ROUGH DRAFT (typewriting, see sec. 233), 3; COPYING FROM PLAIN COPY (typewriting, see sec. 233), 2; TIME, 6; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 10; ARITHMETIC (first grade, see sec. 40), 5; SPELLING (first grade, see sec. 40), 5; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 5; LAW (law clerk, see sec. 176), 35.

These positions offer opportunities for advancement in work and salary in the Bureau of Naturalization at Washington, and from there by transfer to field positions where an exceptionally fine opportunity exists for acquiring experience and knowledge of court procedure and practice in both Federal and State courts.

In order to become eligible as a result of this examination competitors must attain a rating of at least 70 in the subject of law, of at least 70 in stenography, and an average of at least 70 in the three typewriting tests and time combined. Should a competitor fail in these subjects, the remaining subjects of his examination will not be considered.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 178. Librarian.**—This examination will be held only when eligibles are needed. (See sec. 44; also Scientific assistant examination, sec. 227.)

**Sec. 179. Library assistant.**—This examination will be held only when eligibles are needed. (See sec. 44; also Library cataloguer examination, sec. 180, and Scientific assistant examination, sec. 227.)

**Sec. 180. Library cataloguer, Departmental Service.**—Age, 18 to 40 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LIBRARY ECONOMY, 30; BIBLIOGRAPHY, including cataloguing and indexing, 35; GERMAN, AND EITHER FRENCH OR SPANISH, 10; EDUCATION, TRAINING, AND EXPERIENCE (see sec. 31 for time of filing application), 25.

At least one year's training in a library school, or one year's experience in actual library work in a library where modern methods are employed, is a prerequisite for consideration for this position.

The entrance salary of this position ranges from \$720 to \$1,000 a year.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 181. Library of Congress.**—Applicants for positions in the Library of Congress should address the Librarian of Congress, Washington, D. C., as these positions are not in the classified service.

**Sec. 182. Life-Saving Service.**—A person to be eligible for appointment to the position of surfman must be a citizen of the United States; not under 18 nor over 45 years of



age; not less than 5 feet 5 inches in height; not less than 135 nor more than 205 pounds in weight without clothing; must reside in the district in which he seeks employment; must be able to read and write the English language; must not have passed an examination for surfman within approximately one year next preceding; must be a good swimmer; must have had at least three years' experience as a surfman, sailor with incidental experience as row boatman, or row boatman: *Provided*, That where an applicant has had at least one year's experience in the handling and operating of motor boats in rough water, two years' experience as surfman, sailor with incidental experience as row boatman, or row boatman shall be considered sufficient: *Provided further*, That no credit shall be allowed for experience of any kind obtained before the age of 15 years. No educational test is required.

The names of persons who are found upon examination to be eligible will be entered upon the register of eligibles quarterly—January 1, April 1, July 1, and October 1. Applications that are received in complete form at the commission prior to December 15, March 15, June 15, and September 15 will be considered for the register to be established on the first of the next succeeding month.

Applications for examination may be filed at any time. Apply for information concerning examinations for surfman in this service to the keeper of the life-saving station nearest your place of residence.

Clerical and other positions in this service are filled in the same manner as similar positions in other parts of the classified service.

**Sec. 183. Lighthouse Service.**—All clerks, stenographers and typewriters, typewriters, and other clerical employees, and messengers, watchmen, and skilled laborers will be appointed through certification from registers established in the civil-service district in which the appointments are to be made. (See sec. 36.) Superintendents, assistant superintendents, aids, cadet engineers, and cadet officers and all other technical or professional employees will be appointed through certification from registers established by the Civil Service Commission or in other manner prescribed by the civil-service rules.

All mechanics, foremen, and master mechanics who are not excepted from examination, keepers, assistant keepers, and other competitive employees of lighthouse tenders, light vessels, and light stations not designated in the preceding paragraph are appointed by selection from the proper register of eligibles prepared by the local boards unless appointed in some other manner permissible under the civil-service rules.

Apply for information concerning examinations for this service to the inspector of the lighthouse district in which employment is desired. Numbers of districts and headquarters are as follows:

1st .....	Portland, Me.	11th .....	Detroit, Mich.
2d .....	Boston, Mass.	12th .....	Milwaukee, Wis.
3d .....	Tompkinsville, N. Y.	13th .....	Rock Island, Ill.
4th .....	Philadelphia, Pa.	14th .....	Cincinnati, Ohio.
5th .....	Baltimore, Md.	15th .....	St. Louis, Mo.
6th .....	Charleston, S. C.	16th .....	Ketchikan, Alaska.
7th .....	Key West, Fla.	17th .....	Portland, Ore.
8th .....	New Orleans, La.	18th .....	San Francisco, Cal.
9th .....	San Juan, P. R.	19th .....	Honolulu, Hawaii.
10th .....	Buffalo, N. Y.		

(See also secs. 48, 71, 72, 109, and 246.)

**Sec. 184. Linotype operator.**—(See Printer, sec. 216.)

**Sec. 185. Local and assistant inspector of boilers, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1087.

An applicant for the position of local inspector of boilers must have had at least five years' actual practical experience as chief engineer of ocean or inland steamers of American registry of over 100 gross tons, or as first assistant engineer of steamers of American registry of 600 gross tons or over, at least one year of which experi-

ence must have been within the five years next preceding the date of application. The experience required must have been under United States license, and the fact that he has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any vessels owned and operated by the United States, whether under license or not, or who has had three years' experience at sea as a commissioned engineer officer or as a warrant machinist in the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service.

An applicant for the position of assistant inspector of boilers must have the same qualifications as for local inspector, except that the term of service required is three years, at least one year of which must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to question 1 of their applications.**

In making certifications for the positions of local and assistant inspector of boilers in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days of eight hours each. The first and second subjects will be completed and the third subject begun on the first day. The third subject will be completed on the second day.

If the competitor is examined for both the lake and river service and the seacoast and harbor service, four hours will be allowed on the third day for the additional questions on boilers and machinery.

Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING**, a letter of not less than 100 words on some subject of general interest. Competitors are permitted to select one of two subjects given, 10; **ARITHMETIC**, including problems in common and decimal fractions, mensuration, and square root, 10; **BOILERS AND MACHINERY**, comprising practical questions relating to boilers, engines, and machinery of steam vessels, and strength of boiler material, 60; **TRAINING AND EXPERIENCE**, 20.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of boilers he must receive at least 70 per cent in the examination in boilers and machinery, and an average percentage in the entire examination of at least 70.

Form 1405, containing further information concerning the positions of local and assistant inspector of boilers, will be furnished upon application to the commission.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 186. Local and assistant inspector of hulls, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1087.

The examinations are of the following classes: 1. For seaboard and harbor ports.  
2. Lake and river ports.

In the following, the terms "seaports" and "seaboard ports" refer only to the ports of Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York, N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.; and the term "inland ports" refers to all other inspection ports.

An applicant for the position of local inspector of hulls for seaboard ports must have had at least five years' actual practical experience, under United States license, as master of seagoing steam vessels or of inspected seagoing motor vessels of American registry of over 100 gross tons, or as chief mate of seagoing steam vessels of American registry of over 100 gross tons, a portion of which time must have been on seagoing steam vessels or on inspected seagoing motor vessels of 500 gross tons or over, or as second mate of seagoing steam vessels of American registry of over 4,500 gross tons; for inland ports an applicant must have had at least five years' actual practical experience, under United States license, as master or first-class pilot of steam vessels or of inspected motor vessels of American registry of over 100 gross tons. At least one year of the required five years' experience must have been within the five years next preceding the date of application. The experience as master must have been on vessels required by law to carry a licensed master. The fact that the applicant has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any steam vessels owned and operated by the United States, whether under license or not, or who has served at sea for three years as a line officer of the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service. An applicant for the position of local or assistant inspector of hulls must be free from the defect of color-blindness.

An applicant for the position of assistant inspector of hulls must have the same qualifications as for local inspector, except that the required term of service is three years, at least one year of which service must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to Question 1 of their applications.**

The examinations are of the following classes:

1. For seaboard ports on inland waters of the Atlantic and Pacific coasts. The examination for this class includes sea navigation. 2. Inland ports on the inland waters of the Atlantic and Pacific coasts. Examination in sea navigation is not included. In this class are the ports of Albany, N. Y.; Burlington, Vt.; and New York, N. Y. (Inland register.) 3. Ports on the Gulf of Mexico, including New Orleans, La.; Apalachicola, Fla.; Galveston, Tex.; and Mobile, Ala. 4. Ports on the Great Lakes. 5. Ports on central western rivers.

In making certifications for the positions of local and assistant inspector of hulls in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists,

and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold licenses for the waters of the local district in which the vacancy exists.

Time allowed, two days. First day, seven hours for the first four subjects; second day, one and one-half hours for lifeboats and life rafts, two and one-half hours for sea navigation (if this subject is taken), and one hour and twenty minutes for each additional sheet taken by the competitor on the subjects of hull construction and pilot rules and inland navigation. The additional sheets will be given only to competitors who are qualified to take the examination for other districts than the ones of which they are legal residents.

*Examination for ports not requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, comprising problems in common and decimal fractions, mensuration, and square root, 10; HULL CONSTRUCTION, comprising questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and method of joining same, 30; PILOT RULES AND INLAND NAVIGATION, comprising questions on the pilot rules of the Board of Supervising Inspectors and Inland Navigation, 20; LIFEBOATS AND LIFE RAFTS, comprising questions relating to the capacity of lifeboats and life rafts, 10; TRAINING AND EXPERIENCE, 20.

*Examination for ports requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, 10; HULL CONSTRUCTION, 20; PILOT RULES AND INLAND NAVIGATION, 20; LIFEBOATS AND LIFE RAFTS, 10; SEA NAVIGATION, including practical questions relating to sea navigation, 10; TRAINING AND EXPERIENCE, 20.

NOTE.—The subject of sea navigation will be required at the following-named ports only: Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, T. H.; Jacksonville, Fla.; Juneau, Alaska; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York,<sup>1</sup> N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of hulls he must receive at least 70 per cent in the examination in hull construction, at least 70 per cent in pilot rules and inland navigation, at least 70 per cent in each of the problems in sea navigation (where examination in sea navigation is required), and an average percentage in the entire examination of at least 70.

Each competitor taking the examination for the position of inspector of hulls for seaboard ports should bring to the examination room a copy of Bowditch's Navigator, or similar work on navigation containing the necessary tables for the solution of problems in latitude and longitude. Nautical almanacs will not be needed.

Form 1405, containing further information concerning the positions of local and assistant inspector of hulls, will be furnished upon application to the commission.

<sup>1</sup> At the port of New York some of the positions do not require a knowledge of sea navigation, and for these there are necessary only the requirements for inland port positions; at this port, therefore, the subject of sea navigation in the examination will be optional, but all applicants who can qualify for seaport positions are advised to take this subject, as their prospects of appointment are thereby increased.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 187. Magazine attendant.**—This examination will be held only when eligibles are needed.

Apply for information concerning date and places of examination to the secretary of the board of examiners of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 188. Manual training teacher, Indian Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 189. Mate, Coast and Geodetic Survey.**—Age, 21 to 45 years; application and examination form, 1800. No educational test is required, but experience and character as shown by the application and vouchers will be rated on a basis of 100 for perfect, giving consideration to the date, length, quality, and character of the experience shown, and especially to experience which is continuous and recent. Applications for this examination may be filed at any time.

Each applicant must submit with his application a license as master or first or second mate issued by the Steamboat-Inspection Service, or a certificate from the service showing the character of the license which is held by the applicant, and should give in his application the names and tonnages of vessels upon which he has been employed. It is desired that vouchers be furnished from employers or superior officers under whom the applicant has worked. An eligible who is selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

**Sec. 190. Matron, Indian Service.**—Only applicants in perfect physical health, as shown by the medical certificate, will be permitted to enter this examination. From the list of eligibles resulting from this examination appointments will also be made to the positions of seamstress and housekeeper. Age, 24 to 45 years, but age limits do not apply to Indians, or to the wife of a superintendent of an Indian school who applies for examination for the position of matron, seamstress, or housekeeper in the same school; application and examination form, 304, including the medical certificate; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, about seven lines of ordinary prose containing 20 or more misspelled words, 5; DOMESTIC ECONOMY, comprising practical, economical housekeeping and the training of pupils in domestic science and good morals, 25; NURSERY MANAGEMENT AND DOMESTIC HYGIENE, involving a knowledge of the principles of domestic hygiene, the diseases of children and their treatment by the nurse, the ventilation and disinfection of the sick room, what to do until the doctor comes in emergency cases, and the general duties of a nurse, 25; CUTTING, FITTING, AND SEWING, involving a knowledge of the principles of cutting, fitting, and sewing by both hand and machine, 15; KEEPING ACCOUNTS, a memorandum of domestic supplies received and issued is given and the competitor required to make the proper entries to account for same, 10; TRAINING AND EXPERIENCE, 15.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

(For information concerning the Indian Service, see sec. 33.)

**Sec. 191. Meat inspector, Bureau of Animal Industry, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44; also Veterinarian, sec. 269.)

**Sec. 192. Mechanical and electrical engineer.**—This examination will be held only when eligibles are needed. (See sec. 44; also Junior engineer, mechanical or electrical, sec. 169.)

**Sec. 193. Messenger, Departmental Service.** (See Subclerical examination, sec. 244.)

**Sec. 194. Messenger boy, Departmental Service.**—Age, 16 to 18 years; application form, 304; time allowed, three hours. For positions in the departments at Washing-

ton this examination is held *only at Washington*. The salary of the position is so small that it is not advisable to have applicants who reside at a distance from Washington apply for the examination. Messenger boys appointed since September 18, 1909, can not be promoted to another grade.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside of the District of Columbia the examination will be held in the city or vicinity in which a vacancy exists.

The examination will be held only when eligibles are needed.

**Sec. 195. Mint and Assay Service.**—Mint or assay offices are located in the following-named cities:

*Mints.*—Denver, Colo.; New Orleans, La.; Philadelphia, Pa.; and San Francisco, Cal.

*Assay offices.*—Boise, Idaho; Carson, Nev.; Deadwood, S. Dak.; Helena, Mont.; New York, N. Y.; St. Louis, Mo.; Salt Lake City, Utah; San Francisco, Cal.; and Seattle, Wash.

An application for examination for employment in a mint or assay office will not be accepted from a person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry will be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

Classified positions in the Mint and Assay Service are arranged in the following schedules:

*Schedule A, positions excepted from examination by the civil-service rules.*—Appointments to these positions may be made by the Secretary of the Treasury without examination upon nomination by the head of the establishment: One private secretary or confidential clerk to the superintendent, and one cashier in each mint and one in the assay office at New York.

*Schedule B, technical positions.*—Appointments to the following positions will be made from registers of eligibles established through appropriate examinations: Assistant assayer, assayer's assistant, assistant coiner, assistant melter and refiner, assistant engraver, curator, chief electrician, chemist, dynamo tender, engineer, assistant engineer, foreman of laboratory, superintendent of refinery, foreman of refinery, weigher in assay department, foreman and assistant foreman not in Schedule D.

*Schedule C, clerical positions—Subdivision 1:* Appointments to these positions will be made from eligibles without regard to experience, from first-grade registers: Clerk, register of deposits, custodian of vaults. *Subdivision 2:* Appointments to these positions will be made from among eligibles who have had appropriate experience: Cashier in assay office other than that of New York City, assistant cashier, bookkeeper, all clerical positions requiring qualifications not tested by the ordinary clerk examination, chief clerk.

*Schedule D, mechanical trades and other skilled positions.*—For all positions under this schedule evidence will be required of the physical fitness of applicants to fill the positions for which they are examined. *Subdivision 1:* Appointments to these positions will be made after a registration test based upon experience and previous employment: Annealer, blacksmith, carpenter, cutter, diemaker, electrician, fireman, foreman and assistant foreman not in schedule B, lead burner, machinist, melter, painter, plumber, prover, roller, scale repairer, sewing woman, skilled workman. *Subdivision 2:* Appointments to these positions will be made after an examination consisting of a simple educational test and a rating based upon previous

employment: Captain of the watch, coin counter, doorkeeper, elevator conductor, guide, helper, janitor, janitress, messenger, selector, superintendent of building, telephone operator, watchman.

*Schedule E, technical assistants.*—Appointments to these positions will be made after competitive examination in either electrical engineering, mechanical engineering, chemistry and metallurgy, or chemistry and assaying, to which examination only graduates from technical schools of recognized standing who are over 20 and under 25 years of age will be admitted.

*Schedule F, unclassified positions.*—Appointments to these positions in the assay offices at New York, Seattle, and St. Louis, and in the mints at Denver, New Orleans, Philadelphia, and San Francisco, will be made from the labor registers kept by the secretary of the appropriate civil-service district. In other assay offices appointments to this schedule may be made without registration.

Persons appointed to Schedule F shall not be assigned to duties pertaining to other schedules. The duties of a position and not its designation determine its inclusion in Schedule F. Positions, however designated, must not be treated as unclassified unless their occupants are regularly engaged wholly on mere unskilled manual labor. Among such duties are included charwork, care of animals, harness, and wagons, loading wagons, and moving heavy materials.

Examinations for positions in this service are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the secretary of the civil-service district in which the mint or assay office in which employment is desired is located. (See sec. 36.)

**Sec. 196. Monotype operator.** (See Printer, sec. 216.)

**Sec. 197. Mounted inspector, Immigration Service.**—This examination is held for filling positions of mounted inspector in the Immigration Service on the Mexican border. Persons appointed as a result of this examination will not be eligible for promotion to regular inspector positions without having first passed the examination which is given for entrance to the service as immigrant or Chinese inspector. Age, 21 to 45 years; application forms, 304 and 1878; time allowed, four hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 4; ARITHMETIC, 4; LETTER WRITING, 4; PENMANSHIP, 4; COPYING FROM PLAIN COPY, 4 (all third grade, see sec. 42); PRACTICAL QUESTIONS (as to the general features of the immigration and Chinese-exclusion laws), 30; TRAINING AND EXPERIENCE, 50.

Applicants for this position should be capable of performing the arduous work incident to what is known as "line riding," which involves the performance of duty in the rough and mountainous country along the Mexican boundary far remote from the centers of civilization.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 198. National military parks.**—The names and locations of national military parks are as follows: Chickamauga and Chattanooga National Park, Chattanooga, Tenn.; Gettysburg National Military Park, Gettysburg, Pa.; Shiloh National Military Park, Pittsburg Landing, Tenn.; Vicksburg National Military Park, Vicksburg, Miss. For information concerning examinations for positions in this branch of the service apply to the district secretary of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 199. Naturalization examiner, Department of Labor.**—This examination has been superseded by the law clerk-stenographer-typewriter examination. (See sec. 177.)

**Sec. 200. Nautical expert, Hydrographic Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 201. Navy-Yard Service.**—A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where

the number of employees is sufficient to require it. Boards have been organized at the following naval establishments:

Navy yards at Portsmouth, N. H.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Washington, D. C.; Norfolk, Va.; Charleston, S. C.; Mare Island, Vallejo, Cal., and Puget Sound, Wash.; naval stations at Newport, R. I.; Key West, Fla.; and Pearl Harbor, Hawaii; Naval Proving Ground, Indian Head, Md.; Naval Training Station, Great Lakes, Ill.; Naval Academy, Annapolis, Md.; naval magazines at Iona Island, N. Y., and Lake Denmark, N. J.; depot of supplies, United States Marine Corps, Philadelphia, Pa.

All artisans and supervising artisans at navy yards or naval stations, or elsewhere in the field service of the Navy Department, not specifically excepted by law or Executive order, are included in the competitive classified service. All other positions embraced in Groups 2 to 5 (b), inclusive, in the list below are also in the competitive classified service.

The force in the Navy-Yard Service is divided under five groups, as follows:

**UNCLASSIFIED.**—*Group 1.* Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge, such as boys; boys, boiler scalers; hod carriers; laborers, common; stable keepers; teamsters; hostlers.

**CLASSIFIED.**—*Group 2.* Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge, such as apprentices; boys, rivet heaters; dredgers; helpers; holders-on.

*Group 3.* Artisans, such as anchor makers; angle smiths; blacksmiths; block makers; boat builders; boiler makers; buffers and polishers; cabinetmakers; calkers; carpenters; carvers; chain makers; coffee roasters; coopers; coppersmiths; core makers; die sinkers; divers; drillers; drivers; electroplaters; engine tenders; fasteners; finishers; firemen; flag makers; flange turners; forgers; furnace men; galvanizers; gardeners; gas fitters; hammermen; harness makers; horsehoers; joiners; leather workers; letterers and grainers; machinists; masons; mechanics, electrical; mill men; millwrights; model makers; molders; oakum spinners; ordnance men; packers; painters; pattern makers; pavers; pile drivers; pipe coverers; pipe fitters; plasterers; plumbers; punchers and shearers; reamers; riggers; riveters; rollers, iron; sailmakers; saw filers; sawyers; seamstresses; sheet-metal workers; ship fitters; shipsmiths; shipwrights; slaters; spar makers; steam fitters; stonecutters; tanners; tin roofers; toolmakers; tool sharpeners; turners; upholsterers; varnishers and polishers; wharf builders; wheelwrights; wiremen.

*Group 4.* Supervising artisans, such as master mechanics, foremen; quartermen and leading men, in charge; foremen, quartermen, and leading men serving under other supervising artisans.

*Group 5. (a)* Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification, such as artisan inspectors; assistant examiners; planners and estimators; progress men.

*(b)* Special employees who are required to have educational and technical qualifications, such as clerks; draftsmen; laboratorians; messenger boys; messengers; sub-inspectors; watchmen. The term "clerk" as here used is a general one, and includes the positions of bookkeeper; stenographer, and typewriter in addition to those usually designated as clerk.

Applications for employment in Groups 1, 2, and 3 will be received at the office of the labor board at the navy yard or naval station on each working day of the year. The names of applicants for positions named in the groups referred to but not appearing on the approved annual schedule of wages will be recorded, and the necessary blank forms will be forwarded to them through the mails, if there is need of eligibles in their trade or occupation during the year. Applicants for positions which appear on the approved annual schedule of wages will be furnished with the blank forms to be executed by them, which forms must be returned, properly executed, at least two weeks



before the end of the current quarter; otherwise they will be considered in the next quarter.

The positions embraced in Groups 4 and 5 (a), when not filled by promotion, may be filled through competitive examination. If an open competitive examination is to be held, notice thereof will be given by publication in the local press and by posting in the navy yard.

Positions embraced in Group 5 (b) in the Field Service are filled from registers maintained by the civil-service district secretaries (see sec. 36). For information concerning examinations for these positions application should be made to the district secretary of the civil-service district in which is located the navy yard or station in which employment is desired. (See Draftsman, copyist ship, sec. 105, and Draftsman, ship, sec. 114, this Manual.)

Applicants for employment in the occupations embraced in Group 1 will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which, except for boy applicants, includes a strength test.

The relative standing of applicants for positions embraced in Groups 2 and 3 will be determined by an examination comprising the elements of physical ability and training, experience, and fitness. The ratings given to these elements will be based upon the applicant's statements in his application and upon corroborative evidence.

Applicants for original appointment to positions in Groups 1, 2, and 3 will be rated quarterly, and oftener when necessary to meet special needs.

The age limits for employment in positions embraced in Groups 1, 2, and 3 are as follows: *Group 1*—Boys, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 2*—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, 21 years or over; apprentices, between 15 and 18 years, and boys, rivet heaters, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 3*—Riveters, 18 years or over; ordnance men, 23 years or over; all others, 20 years or over.

With a few exceptions clerks at navy yards and naval stations are paid a per diem compensation for working days and national holidays, but not for Sundays, i. e., on a basis of 313 days in a year. Upon the completion satisfactorily of the usual probationary term a per diem clerk is given an absolute appointment, and his employment continues for an indefinite period. The entrance rate of pay for clerks varies in accordance with the character of the work, but the following table indicates approximately the rates allowed at entrance for routine clerical work, bookkeeping, typewriting, and stenography:

	Per diem.	Per annum.
Routine work.....	\$2. 00 to \$2. 48=	\$626. 00 to \$776. 24
Bookkeeping.....	2. 48 to 3. 04=	776. 24 to 951. 52
Typewriting.....	2. 48 to 2. 80=	776. 24 to 876. 40
Stenography.....	3. 04 to 3. 76=	951. 52 to 1, 176. 88

Vacancies for clerks at navy yards where the compensation is in excess of \$3.04 per diem are usually filled by promotion. In accordance with law per diem employees at navy yards are granted 15 days' leave with pay each year, and in the discretion of the Secretary of the Navy said leave may be extended not to exceed 15 days in any one year in exceptional and meritorious cases where such employee is ill. During the first year of employment, however, the 15 days' leave with pay is granted at the rate of 1½ days per month as earned.

**Sec. 202. Observer, Weather Bureau.**—(See Assistant observer, sec. 61.)

**Sec. 203. Ordnance Department at large.**—Positions in the Ordnance Department at large are arranged in two classes, namely, those requiring an educational examination and those filled through noneducational examination.

The positions requiring educational examination are: Chemist; clerk; draftsman; draftsman, apprentice; draftsman, assistant; engineer, civil; engineer, mechanical; messenger; photographer; skilled office laborer; watchman.

The positions requiring no educational tests are: Assistant foreman; assistant to inspector of ordnance; chief inspector; foreman; gang boss; inspector; master armorer; master carpenter; master harness maker; master machinist; master mechanic; master painter; master plumber; magazine keeper; rate setter; steamboat captain; storehouse keeper; storehouse keeper, assistant; superintendent of bridges; speed boss.

Annealer; assembler; blacksmith; boiler maker; barrel driller; barrel heater; barrel reamer; barrel rifler; barrel roller; barrel straightener; barrel turner; bluer; browner; burnisher; bricklayer; carpenter; core maker; casehardener; craneman; cutter; diesinker; drop forger; electrician; engineer; farrier; filer; file cutter; fireman; gauge maker; hair spinner; harness maker; instrument maker; jeweler; lens grinder; mason; machinist; miller; millwright; molder, painter; packer; pad maker; pattern maker; pipe fitter; plater; plumber; polisher; printer; profiler; punch-press operator; rigger; roofer; saddler; screw maker; shaver; slater; steam fitter; stocker; stonecutter; stonemason; tapper; temperer; tinmith; tool grinder; toolmaker; tool keeper; toolsmith; wireman; woodworker, machine.

Assistant engineer; assistant machinist; assistant millwright; assistant molder; chipper; laboratory assistant; machine operator; skilled workman; steam-hammer driver.

Chauffeur; deckhand; draw operator; draw tender; guard; janitor; oiler; skilled laborer; switchman.

Helper: Blacksmith's, carpenter's, electrician's, furnace, machinist's, molder's, plumber's, polisher's, printer's.

Charwoman; laborer; stableman; teamster.

Apply for information concerning employment to the board of examiners at the ordnance establishment in which employment is desired or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See sec. 36.)

Boards for this service are located at the following places:

Augusta, Ga.	Philadelphia, Pa.	San Antonio, Tex.
Benicia, Cal.	Manila, P. I.	Springfield, Mass.
Dover, N. J.	New York, N. Y.	Watertown, Mass.
Fort Hancock, N. J.	Rock Island, Ill.	Watervliet, N. Y.

**Sec. 204. Parcel post.**—Examinations are not held especially for the parcel post, parcel mail being handled by the regular postal employees in the same manner that other mail matter is handled. For information concerning examinations for the Post-Office Service apply to the civil-service district secretary in charge of the district in which employment is desired. (See sec. 36.)

**Sec. 205. Pharmacist, third class, Public Health Service.**—Age, 21 to 30 years; application form, 1312; time allowed, two days of seven hours each. The first five subjects will be given on the first day and the remaining subjects on the second day. The medical certificate on the application form must be executed by a medical officer of the Public Health Service. When this requirement would work a hardship upon an applicant because of his distance from such officer, he may have the certificate executed by any physician; in which event, however, he will be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants must show in their applications that they are graduates in pharmacy. Appointees may be required to move from place to place, as pharmacists are subject to change of station from time to time. Unmarried men or men with small families

are preferred. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; LETTER WRITING, 5 (all second grade, see sec. 41); ELEMENTS OF BOOKKEEPING AND ACCOUNTS, 5; CHEMISTRY, comprising the general principles of chemistry, a consideration of the preparation and constitution of the principal inorganic salts and carbon compounds, 20; PHARMACY, comprising the theory and practice of pharmacy, and the preparations of the United States Pharmacopoeia, 40; MATERIA MEDICA, comprising the origin and preparation and general properties of drugs, physical and chemical, and the physiologic action, therapeutics, and dose, 15.

This examination will be held beginning on March 11, 1914. (See secs. 1 and 2.)

**Sec. 306. Photographer.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 307. Physician.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of physician in the Indian Service, physician in the Isthmian Canal Service, physician (formerly district health officer) in the Philippine Service, acting assistant surgeon in the Public Health Service, surgeon and assistant surgeon in the Coast and Geodetic Survey, and positions requiring similar qualifications in other branches of the service. Age 21 years or over, but eligibles who were more than 40 years of age on the day of the examination will not be certified except for filling vacancies in the position of acting assistant surgeon in the Public Health Service. *An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for any other service. An applicant who desires to become eligible for appointment in one or more of the other services need file but one application for all the services (including the Indian Service, Public Health Service, the Coast and Geodetic Survey, and the Isthmian Canal Service). As a result of this examination a person may be eligible at the same time for appointment in the Isthmian Canal Service and the departmental services. Unmarried men are preferred by the Isthmian Canal Commission.*

Application forms, 2 for the Philippine Service and 1312, including medical certificate, for other services. For positions in the Philippine Service the medical certificate on Form 2 must be executed by some medical officer in the service of the United States. (See sec. 35.) For positions in the Public Health Service and in the Coast and Geodetic Survey the medical certificate on Form 1312 must be executed by an officer of the Public Health Service, except that when this requirement would work a hardship upon an applicant because of his distance from such officer he may have the certificate executed by any physician. In this event, however, he may be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants need not have the county officer's certificate executed.

Applicants must be graduates of recognized medical schools. Students who are members of the graduating class of any recognized medical school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the college showing that they have been graduated. Additional credit will be given to competitors for physician positions in the Tropics who have had special training in tropical medicine. Only persons who have had at least two years' experience in the practice of their profession since graduation will be eligible for appointment to the position of acting assistant surgeon in the Public Health Service.

Wherever practicable, appointments as acting assistant surgeon in the Public Health Service are made of eligibles residing at the place where the vacancy exists.

The number of surgeons and assistant surgeons in the Coast and Geodetic Survey actually employed and under pay at any time is nine. Four of these are employed in Alaska and on the Pacific coast, four in the Philippines, and one on the Atlantic coast and in Porto Rico. Officers serving in the Philippines receive 20 per cent additional pay and are usually relieved at the end of three years. All surgeons and assistant surgeons are attached to vessels; and while their first duty is to conserve the health of the crew, it is expected that they will take part in the work of the survey. Appointments will be confined to those who indicate in the personal question sheet of the examination willingness to accept service in any of the regions named.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, regional and minute anatomy, general physiology, the physiologic functions and relations of organs, 10; SURGERY AND SURGICAL PATHOLOGY, general and special surgery, surgical diagnosis, pathology, treatment, and technic, 20; CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS, elementary questions in inorganic and organic chemistry, the physiologic action and therapeutic uses and doses of drugs, 10; BACTERIOLOGY AND HYGIENE, the technic of bacteriologic laboratory methods, and the practical application of the principles of bacteriology and hygiene to prophylaxis and treatment, 15; GENERAL PATHOLOGY AND THEORY AND PRACTICE OF MEDICINE, the etiology, pathology, symptomatology, and treatment of diseases, 20; OBSTETRICS AND GYNECOLOGY, the general practice of obstetrics, diseases of women, their etiology, pathology, diagnosis, symptoms, and treatment, medical and surgical, 10; TRAINING AND EXPERIENCE, rated on the statement submitted by the applicant in his application, and corroborative evidence, 15.

Entrance salaries in the Indian Service range from \$900 to \$1,100 a year; in the Isthmian Canal Service, \$1,800 a year; in the Philippine Service, from \$1,600 to \$1,800 a year, with certain allowances for travel in the case of district health inspectors, and in some hospital positions other allowances, depending upon the nature of the work. In the Public Health Service the salaries range from \$480 to \$1,800 a year; in the Coast and Geodetic Survey the entrance salary is \$1,200, and those serving in the Philippines under the Coast and Geodetic Survey receive 20 per cent additional.

Each applicant for examination for the position of physician will be required to submit to the examiner on the day he is examined a photograph of himself *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. The applicant will be furnished by the commission with a card on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

(For further information concerning the Indian Service see sec. 33; Isthmian Canal Service, sec. 34; Philippine Service, sec. 35.)

**Sec. 308. Plate printer, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination form, 1080. Applicants will be required to show that they have served an apprenticeship of at least four years. Those who began their apprenticeship since April 1, 1906, will be required to show that at least three years of it was served during minority under the instruction of a competent plate printer, whose name and position must be indicated in the application blank, and that no part of this period was served under 16 years of age. The above restrictions will not operate as against those apprentices who began their apprenticeship after April 1, 1906, in the Bureau of Engraving and Printing. The kind of experience and the character of the plate printing done by the applicant are considered in determining the ratings on the subject of experience, the highest ratings being given

for work of the same character as the plate-printing work required in the Bureau of Engraving and Printing. No educational test is required. Applications for this examination may be filed at any time. (For further information see sec. 43.)

**Sec. 209. Postal clerk, Isthmian Canal Service.**—Unmarried men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, six hours. The county officer's certificate in the application form need not be executed. Applicants must have had at least two years' experience as clerk (not as carrier) in United States post offices and be experienced in all branches of post-office work. They must be familiar with the receipt, distribution, and dispatch of mail matter, the issuance of money orders, registration of mail, and the preparation of the various reports required of postmasters. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 20; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 10; READING ADDRESSES, test in noting with pen or pencil on a printed sheet of addresses differences between the printed addresses and the written addresses of which they are a copy, 10; TRAINING AND EXPERIENCE, 20. (For further requirements see sec. 34.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 210. Postal Savings System.**—The duties in connection with these depositories in classified post offices are performed by the clerks in such post offices, and applicants desiring such positions should enter the regular post-office examination. (See sec. 213.)

**Sec. 211. Postmasters.**—All positions of postmaster of the fourth class, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa, are in the competitive classified service. Appointment to offices having an annual compensation of as much as \$180 is made as a result of appropriate open competitive examination in accordance with the civil-service law and rules: *Provided*, that in the event that for the examination for any office there are less than three applicants the commission may in its discretion authorize selection in the same manner as provided for offices with annual compensation of less than \$180. Examinations are held only when specially announced. Applications are not received until such announcement is made. Appointment to offices having an annual compensation of less than \$180 is made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General directs a post-office inspector to visit the locality and make selection and recommendation for appointment from among the persons filing applications, such selection and recommendation to be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The recommendation of the post-office inspector is approved or disapproved by the Post Office Department, and the department reports its action to the Civil Service Commission. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the commission upon request.

Postmasters at first, second, and third class post offices are appointed by the President subject to confirmation by the Senate.

**Sec. 212. Post-office inspector, Post Office Department.**—This examination will be given only upon the request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department, or in the office of the Auditor for the Post Office Department, for promotion or transfer to this grade. Application should be made to the Postmaster General, Washington, D. C.

**Sec. 213. Post-Office Service.**—The position of city letter carrier and the positions of assistant postmaster and clerk in first and second class post offices are classified. A board of examiners is organized at each classified post office for the purpose of furnish-

ing information in regard to examinations and to hold examinations. For information relative to appointment to positions in third-class post offices application should be made to the Postmaster General, Washington, D. C. Apply for information concerning examinations for positions in first and second class post offices to the board of examiners at the post office in which employment is desired. (See secs. 36 and 209; also Postmasters, sec. 211.)

**Sec. 214. Press feeder (cylinder or platen), Government Printing Service.**—Age, male, 21 years or over; female, 18 years or over; application forms, 304 and 1145; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 16; ARITHMETIC, 16; LETTER WRITING, 16; PENMANSHIP, 16; COPYING FROM PLAIN COPY, 16 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 20. Experience is rated on the statements and vouchers furnished on Form 1145 as follows: For three months' experience, 50; six months, 60; nine months, 65; one year, 70; fifteen months, 75; eighteen months, 80; twenty-one months, 85; two years, 90; two and one-half years, 95; three years or more, 100 per cent. In order to secure these ratings the experience claimed must be continuous and recent. No credit is allowed for experience gained subsequent to the date of taking the educational part of the examination, and no application is accepted which does not show that the applicant has had either (1) at least three months' experience and has fed, at the rate of 1,200 sheets per hour, sheets not less than 24 by 38 inches in size on a cylinder press or sheets not less than 14 by 17 inches in size on a platen press, or (2) at least three months' experience in packing and banding cards of approximately 3½ by 5½ inches, at the rate of at least 300 packets per hour.

Separate registers will be established of those with experience in feeding presses and of those with experience in packing and banding cards.

This examination will be held in the spring of 1914. (See secs. 1 and 2.)

**Sec. 215. Pressman (men only), Government Printing Service.**—Age, 21 years or over; application forms, 304 and 1746. The medical certificate and county officer's certificate in Form 304 need not be executed. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Form 304 and corroborative evidence, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time, it will be announced.

**Sec. 216. Printer, Government Printing Service.**—Age, 20 years or over; application forms, 304 and 1745. The medical certificate and county officer's certificate in form 304 need not be executed. Time allowed, five and one-half hours for the basis subjects, and three hours on the following day for each optional subject taken. Applicants must show in their applications that they have served at least five years in the trade of compositor, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. Persons who take either the linotype or monotype optional subject must have had at least one year's experience in the operation of linotype or monotype machines, which experience may be concurrent with the compositor experience. No credit will be allowed in the examination for experience gained below the age of 14 years. Basis subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 3; ARITHMETIC (third grade, see sec. 42), 3; LETTER WRITING (third grade, see sec. 42), 3; PENMANSHIP, 3; COPYING FROM ROUGH DRAFT, 15; ABBREVIATIONS, 5; CORRECTING PROOF, embracing the interpretation of proof-readers' marks, 10; TABULATING, arrangement of matter in tabular form and indication of the

cast, 8; JOB COMPOSITION, MAKING-UP, IMPOSING, BANK WORK, EDITING AND PROOF READING, JACKET WRITING, ESTIMATING, AND COMPUTING, 25; TRAINING AND EXPERIENCE AS BOOK AND NEWSPAPER COMPOSITOR, 25. The last two subjects are rated on Forms 304 and 1745, and corroborative evidence.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the basis subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state, at the head of his application, the optional subjects in which he desires examination.

(1) MECHANISM AND OPERATION OF LINOTYPE (practical questions), (2) MECHANISM AND OPERATION OF MONOTYPE (practical questions), (3) ARRANGEMENT OF WORK FOR JOB PRINTING.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Certifications for appointment will be made (1) of eligibles having the highest ratings on a certain optional subject, who have also passed on the basis subjects, and (2) of eligibles who have the highest average percentage on the basis subjects only.

It is expected that appointments will be made chiefly from the optional registers, and only in exceptional cases will certifications be made from the register resulting from the basis examination alone.

Vacancies in compositor positions in any part of the service may be filled by certification from the printer register.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 217. Printer, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including the medical certificate. Time allowed, two days of seven hours each. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PROOF READING, a practical test in reading and marking galley proof of straight and tabular matter requiring corrections of typographical errors, abbreviations, type, and style, 20; COPY EDITING, a practical test in the preparation of several sheets of manuscript, indicating title page, new odd or even pages, type of text and headings, cast, all indentations, etc., so that it could be followed literally by the printer, 35; TRADE QUESTIONS on job and book composition, making up, imposing, bank work, work-order writing (writing instructions for processing work), estimating and computing, also questions as to the competitor's experience in the various specialties of the trade, and knowledge of the auxiliary trades of pressman, bookbinder, electrotyper, and photo-engraver, 25; TRAINING AND EXPERIENCE, 20.

The position of printer is in the Bureau of Printing, Manila, P. I. Entrance salary, \$2,000 a year; advance within six months to \$2,250; and promotion to \$2,500 as vacancies occur, when efficiency is demonstrated.

The corps of printers in the Philippine Bureau of Printing is limited, and men must be secured with the widest range of knowledge in the trade. Their assignments range from elementary work to the editing of scientific and technical manuscript. They are designated "craftsmen instructors" and must possess ability to instruct Filipinos in all the specialties of the trade, and, besides, must have executive ability in order that advancement to executive positions can be made as vacancies occur.

In answer to Question 19 relating to experience in the application form the following additional facts must be furnished, following "(e)" in the application form:

(f) Applicants must show that they have served at least five years at the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman.

(g) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time served with each as an apprentice.

(h) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time employed by each as a journeyman, and specify every branch or kind of work on which employed, giving the length of time employed on each kind of work.

The Bureau of Printing employs Filipinos as workmen, and the duties of the Americans employed in the bureau are mainly of a supervisory character; that is, to direct the work and see that it is properly done, and to see that the machinery is kept in good order. Applicants should therefore possess the requisites of instructors and have the disposition to impart their knowledge to the native help. Promotions to vacancies are based upon the ratings attained by employees in ability and efficiency. (For further requirements, see sec. 35.)

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 218. Printer's assistant, Bureau of Engraving and Printing.**—This position will be filled as a result of the skilled-laborer (female) examination, and persons desiring appointment to this position should apply for that examination. (See sec. 230.)

**Sec. 219. Proof reader.**—The position of proof reader in the Government Printing Office is filled by the promotion of printers, and hence no examination for it will be given by the commission.

**Sec. 220. Public Health Service.**—The employees of the Public Health Service are distributed throughout the United States, but most of them are employed at the marine hospitals, quarantine stations, or offices located at the following-named places:

Baltimore, Md.	Lewes, Del.	Portland, Me.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Brunswick, Ga.	Louisville, Ky.	Port Townsend, Wash.
Buffalo, N. Y.	Manila, P. I.	Quarantine, La.
Cairo, Ill.	Mayport, Fla.	St. Louis, Mo.
Carrabelle, Fla.	Memphis, Tenn.	San Diego, Cal.
Cedar Keys, Fla.	Miami, Fla.	San Francisco, Cal.
Charleston, S. C.	Milwaukee, Wis.	San Juan, P. R.
Chicago, Ill.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio	New Orleans, La.	Seattle, Wash.
Detroit, Mich.	Norfolk, Va.	South Boca Grande, Fla.
Evansville, Ind.	Pensacola, Fla.	Southport, N. C.
Fernandina, Fla.	Perth Amboy, N. J.	Stapleton, N. Y.
Galveston, Tex.	Philadelphia, Pa.	Vineyard Haven, Mass.
Honolulu, Hawaii.	Pittsburgh, Pa.	Washington, D. C.
Key West, Fla.	Ponce, P. R.	Wilmington, N. C.

All employees at marine hospitals and quarantine stations must be of the male sex and preferably unmarried, as no quarters are furnished for families. At Southern quarantine stations preference will be given to applicants who are shown to be immune to yellow fever.

Appointments or employments in any one of the minor positions (such as quarantine attendant, nurse, master, deck hand, pilot, seaman, cook, cabin boy, ship keeper, boatman, engineer for quarantine duty, engineer in marine hospitals, etc.) are made as a result of registration at the marine hospital or station at which employment is sought, and the proper application form (No. 1370) can be obtained from the officer in charge. Upon its execution the applicant must appear before the medical officer for physical examination and must be passed by that officer in order to become eligible.



There is no educational test for these minor positions, and the applicant is rated upon the basis of the information furnished in the application filed by him.

The position of assistant surgeon in this service is filled by appointment by the President with the advice and consent of the Senate. Persons desiring appointment to this position should communicate with the Surgeon General, Public Health Service, Washington, D. C.

The positions of acting assistant surgeon, pharmacist (third class), clerk, stenographer and typewriter, and professional positions in this service will be filled from appropriate registers or from specially announced examinations. (See secs. 205 and 207.)

**Sec. 221. Quartermaster Corps.**—The branch of the service formerly known as the Quartermaster's Department at large is now embraced in the Quartermaster Corps. The Army appropriation act, approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive examinations held by the Civil Service Commission may be filled through such examination or by enlistment. At least for the present the positions named below will be filled through examinations.

Educational examinations will be given for the following: Chemist; civil engineer; clerk (qualified in passenger and freight accounts); clothing examiner; draftsman; engineer (stationary); inspector of clothing; inspector of construction; inspector of meat; inspector of shoes; inspector of supplies; messenger; stenographer; superintendent of construction; veterinarian; watchman.

Noneducational examinations will be given for the following: Engineer (stationary); forester; gardener; janitor; packer (at depots); rodman; warehouseman; wheelwright; positions in the harbor boat service.

The above-named positions will be filled as far as practicable from the regular eligible registers of the commission. In the absence of eligibles specially announced examinations will be held.

The age limits for mechanical trades and other noneducational positions in this service are: Men, 20 to 50 years; women, 18 to 50 years.

The positions of assistant stationary steam engineer and stationary steam engineer are noneducational, provided that the salary paid is not in excess of \$900; for positions paying more than \$900 educational tests will be required.

Application forms for noneducational examinations and for the watchman, messenger, and stenographer examinations may be secured from, and should be filed with, the district secretary having jurisdiction of the territory in which the depot or office in which employment sought is located. Applications for positions in the Quartermaster Corps in Colorado and New Mexico are to be filed with the secretary of the Seventh Civil-Service District. (See sec. 36.)

The noneducational positions mentioned as existing in the Quartermaster Corps do not exist in all of the districts, and applications are accepted by the district secretaries only for such positions as exist in their respective districts.

For information relating to positions filled by enlistment, application should be made to the Secretary of War, Washington, D. C.

**Sec. 222. Railway mail clerk.**—Age, 18 to 35 years; application form, 304; medical certificate on application form must be executed; county officer's certificate is not required; time allowed, 5 hours; entrance salary, \$900 a year. Applicants must be at least 5 feet 5 inches in height, exclusive of boots or shoes, must weigh not less than 130 pounds in ordinary clothing without hat or overcoat, and must have no physical defects. The use of eyeglasses will not necessarily render a person ineligible for examination. Any attempt to deceive in regard to height, weight, or age will be deemed sufficient cause for barring an applicant from future examinations. Eligibles selected for appointment may be required to take an additional physical examination at their own expense before entering upon duty. The general superintendent of the Rail-

way Mail Service has advised the commission that persons reporting for duty will be required to be vaccinated or to show that they have been successfully vaccinated. Women are not admitted to this examination. Persons who desire appointment to the position of mail weigher in the Railway Mail Service should apply for and take the examination for railway mail clerk. Appointment to the position of sea postal clerk is usually made by transfer or promotion from the Railway Mail or Post-Office Service, and application should be made to the Postmaster General, Washington, D. C.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 10; ARITHMETIC, addition, subtraction, multiplication, and division of whole numbers, common and decimal fractions, compound numbers, involving a knowledge of the ordinary tables of weights and measures, and arithmetical analysis, 20; LETTER WRITING, a letter of not less than 150 words on either of two subjects given, 20; PENMANSHIP, 20; COPYING FROM PLAIN COPY (second grade, see sec. 41), 20; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 10.

The railway mail clerk examination will be held on February 21, 1914, at the places named in Form 1407, which will be furnished upon request.

**Sec. 223. Railway Securities Commission.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 224. Reclamation Service.**—All positions in this service are classified and subject to examination except those hereafter mentioned under the heading "Unskilled labor."

All classified positions may be considered under two headings: First, those requiring an educational test; and, second, those requiring no educational test, and known as trades positions.

*Educational examinations.*—The principal positions requiring an educational test are: Junior engineers, assistant engineers, engineers, draftsmen and computers, bookkeepers, clerks, field clerks, stenographers, copyists, typewriters, skilled laborers, watchmen; specialists or experts in various lines, for which special examinations are held from time to time, such as chemists, electrical engineers, law clerks, physicians, etc.

Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission. Whenever necessary, specially announced examinations will be held to meet the needs of the service. (See sec. 44.)

Application should be made to the U. S. Civil Service Commission, Washington, D. C., or the district secretary (see sec. 36), for all information concerning educational examinations. (See secs. 57, 144, 164, and 170.)

Certification may be made from the eligibles of the district in which the service is to be rendered.

*Noneducational examinations.*—Positions requiring no educational tests are as follows: Superintendents of construction, irrigation, or grading; corral bosses, etc. Inspectors, including inspectors of earthwork, masonry, concrete, etc. Foremen, including master laborers, master workmen, master carpenters. Survey men, who may perform the duties of transitmen, levelmen, rodmen, chainmen, etc. Recorders and receivers of material, including property or store clerks, timekeepers, toolkeepers, stewards, and storekeepers. All employees performing special duties, as cement testers, concrete finishers, cranesmen, dam and headgate tenders, deputy inspectors, dredge engineers, ditch riders, electrical assistants, stationary engineers, steam-shovel engineers, gate tenders, helpers, janitors, line riders, powder men, riggers, stewards, trackmen, truckmen, etc.

Application should be made to the local board of examiners at any one of the following-named places for the noneducational examinations mentioned above. Local

boards of examiners have been constituted by the commission at the following points:

Boise, Idaho.	Huntley, Mont.	Poplar, Mont.
Browning, Mont.	Klamath Falls, Oreg.	Powell, Wyo.
Easton, Wash.	Malta, Mont.	Provo, Utah.
Elephant Butte, N. Mex.	Mitchell, Nebr.	Rupert, Idaho.
El Paso, Tex.	Montrose, Colo.	St. Ignatius, Mont.
Fallon, Nev.	Naches, Wash.	Savage, Mont.
Fort Shaw, Mont.	Newell, S. Dak.	Sunnyside, Wash.
Grand Junction, Colo.	Okanogan, Wash.	Williston, N. Dak.
Great Falls, Mont.	Orland, Cal.	Yuma, Ariz.
Hermiston, Oreg.	Phoenix, Ariz.	

The boards of examiners should be addressed as follows:

Board of Civil-Service Examiners, U. S. Reclamation Service,

.....(adding post-office address of particular board).

**Unskilled labor.**—All unskilled laborers are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen and their occupation is of the most temporary character. With these are grouped the following: Apprentices in mechanical trades, axmen, bakers, boatmen, cooks, cooks' helpers, derrickmen, drillmen, drivers, hostlers, teamsters, and waiters.

**Sec. 235. Rural delivery carrier.**—Age, 18 to 55 years, the maximum limit being waived in case of honorably discharged United States soldiers or sailors. A copy of the regulations may be obtained from the commission at Washington upon request, or from the district secretary. (See sec. 36.)

**Sec. 236. Safety-appliance inspector, Interstate Commerce Commission.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 237. Scientific assistant, Department of Agriculture.**—Age, 20 years or over; application form, 1312. Time allowed: Four hours for the first and second subjects combined, three and one-half hours for the practical questions in each optional (scientific) subject taken, and one hour for each language taken. The first and second subjects will be given on the first day. The particular time at which any optional (scientific) subject may be taken can not be determined in advance, but generally one of these optional subjects will be given the competitor on the first day and two on each succeeding day.

Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 40), 10; REPORT WRITING, 10; PRACTICAL QUESTIONS ON EACH OPTIONAL (SCIENTIFIC) SUBJECT CHOSEN, 30; THESIS (to be delivered to the examiner on the first day of the examination), 15; EDUCATION, TRAINING AND EXPERIENCE, in each optional (scientific) subject chosen, 35.

The third subject will consist of practical questions relating to the optional (scientific) subject or subjects in which the applicant desires to be examined. The general nature of the work covered by these questions in each scientific subject is indicated below.

Examination will be given in the following-named optional (scientific) subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                      |                                |                        |
|----------------------|--------------------------------|------------------------|
| 1. Agronomy.         | 7. Farm organization.          | 12. Plant breeding.    |
| 2. Animal husbandry. | 8. Forage crops.               | 13. Plant pathology.   |
| 3. Dairying.         | 9. Horticulture.               | 14. Pomology.          |
| 4. Entomology.       | 10. Library science.           | 15. Seed testing.      |
| 5. Farm economics.   | 11. Nutrition and calorimetry. | 16. Soil bacteriology. |
| 6. Farm equipment.   |                                | 17. Soil surveying.    |

*Agronomy.*—This subject includes general questions on field crops with reference to their classification, adaptation, distribution, comparative importance, etc.; also practical questions on cultural and harvesting methods, rotations, and other related subjects. Several appointments are made each year from the register in agronomy. Qualified persons are urged to enter this examination, since the commission has experienced considerable difficulty in securing a sufficient number of properly qualified eligibles to meet the demands of the service. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Animal husbandry.*—This subject covers the general field of animal husbandry, including poultry husbandry. The usual entrance salary ranges from \$900 to \$1,500 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,500 a year will be made only from those attaining the highest averages in the examination.

*Dairying.*—This subject includes general questions on the breeding, feeding, and care of dairy live stock and the production of dairy products. Some of the commercial problems related to dairying are also considered. The object of this examination is to secure persons who have had a general fundamental training in dairying. Qualified persons are urged to enter this examination, as the commission has experienced some difficulty in securing a sufficient number of eligibles. Usual entrance salary, \$1,000 to \$1,440 a year.

*Entomology, general and economic.*—This subject includes questions on insect classification, biology, and behavior; also practical questions on the remedies for combating the principal injurious insects. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm economics.*—A subdivision of farm-management investigations. Questions relate to methods and scope of conducting and tabulating farm management surveys. Also practical questions in farm-cost accounting and farm records, embracing a discussion of factors and principles involved in determining cost of farm products. Persons who have had training in economics along these lines are urged to enter this examination. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm equipment.*—A subdivision of farm-management investigations. Questions relate to investment in equipment, the equipment of farms and enterprises, overhead charges, daily and seasonal duty of implements and tools, adaptation and organization of equipment, amount and arrangement of space in outbuildings, farm architecture, and farm houses. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm organization.*—This subject comprises questions relating to cropping systems for farms of different sizes and types, geographic distribution of crop and stock enterprises and reasons for the same, conditions affecting the profitability of stock and crop enterprises, the seasonal distribution of labor on different crops, standards of

farm labor, leases, contracts, etc. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Forage crops.*—Formerly given as agrostology, but now changed to its present title. Consists principally of questions regarding the cultivation and utilization of the principal forage crops, including temporary and permanent pasture crops. This subject is really a subdivision of the first-mentioned subject of agronomy, the only difference being that it deals more specially with forage crops than the general subject of agronomy. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Horticulture.*—This subject comprises questions on vegetable gardening (both market gardening and truck farming), the botany of vegetables, the breeding of vegetable plants, and the methods of cultivation, harvesting, packing, and shipment of truck as well as market-garden crops; also general questions concerning insect pests and fungous diseases of these crops. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

*Library science.*—This subject consists of questions on library economy, including cataloguing, classification, book ordering, loan systems, reference work, and bibliography, especially the bibliographies of the sciences that pertain to agriculture. Qualified persons are urged to enter this examination, as difficulty has been experienced in securing a sufficient number of eligibles. The usual entrance salary ranges from \$840 to \$1,000 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,400 a year. Certification to vacancies paying more than \$1,000 a year will be made only from those attaining the highest averages in the examination.

*Nutrition and calorimetry.*—This subject includes questions on experimental methods in nutrition and calorimetry, physiology and chemistry of nutrition, etc. The usual entrance salary ranges from \$1,020 to \$1,440 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those attaining the highest averages in the examination.

*Plant breeding.*—This subject comprises questions on general plant breeding, including variation, hybridization, and the general evolutionary study of plants, especially those utilized in agriculture. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Plant pathology.*—This subject comprises questions on plant pathology, control of plant diseases, special cultural methods for fungi and bacteria, and bibliography of plant diseases; also elementary questions in mycology, microtechnique, general bacteriology, and photographic technique. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

**Pomology.**—This subject includes questions on pomological botany, varieties of fruits, control of insect and fungous diseases, the production of fruits, methods of packing, shipping, marketing, etc. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

**Seed testing.**—This subject comprises questions on general botany, including systematic, morphological, and physiological botany, with special reference to testing seeds for purity and germination. Usual entrance salary, \$840 to \$1,200 a year.

**Soil bacteriology.**—This subject consists of questions on soil bacteriology and bacteriological technique, including questions on botanical and chemical subjects related to soil bacteriology. Usual entrance salary, \$1,400 to \$1,620 a year.

**Soil surveying.**—This subject comprises questions on the making of simple base maps, the identification and classification of soils, and the relation of soils to agriculture. The usual entrance salary ranges from \$960 to \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

**The theses called for under the fourth subject must be prepared prior to the examination and be delivered to the examiner on the first day of the examination. Each competitor must enter on his thesis his name, address, examination number, and the optional or optionals in connection with which he wishes the thesis considered.**

The thesis may include the results of some original investigation on the part of the applicant, or it may represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts. It is preferred, however, that it include the results of some original investigation. If the applicant desires to be examined in two or more optional subjects, it is advisable to submit a separate thesis for each subject. If but one thesis is submitted, it will be graded in connection with each optional subject upon which the applicant is examined, and a thesis having little or no bearing upon any particular optional will not be given a high rating in connection with that optional. The length of the thesis may be determined by the applicant and the thesis may be in handwriting or typewriting.

The thesis may be on any size paper most convenient and must be accompanied by a sworn statement in the following language: "I, the undersigned, do solemnly swear (or affirm) that in the preparation of the accompanying thesis the composition is entirely my own, and that I have given full credit by quotation marks or references to authorities for any quoted matter." The oath must be taken before a notary public or other officer authorized to administer oaths for general purposes, and the officer's signature must be authenticated by official seal. If the oath be taken before a justice of the peace or other officer who has no official seal, his official character must be certified by the clerk of the court, secretary of state, or other proper officer, under official seal.

The fifth subject, that of education, training, and experience in the specific work covered by the optional (scientific) subject, will be rated from statements made in the application form and corroborative evidence.

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional (scientific) subjects will not be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional (scientific) subject.

In addition, an applicant may select one or more of the following languages for examination: French, German, Italian, Russian, Spanish. None of these subjects is required, it being entirely optional with the applicant whether any of them are

taken. Each will be rated on the basis of 100 per cent, but no credit will be given for the language subject in connection with any optional scientific subject if the rating received is less than 70. The tests will consist of simple prose translations into English, one hour being allowed for each language. The particular time at which any of these subjects may be taken can not be determined in advance.

The positions for which the examinations are held offer many attractive features. Excellent opportunities are afforded for scientific research in the laboratories of the Department of Agriculture. Furthermore, practically all of these positions require more or less investigational work in the field outside of Washington, D. C., which enables one to obtain a broad and comprehensive view of one's special subject of investigation as related to the entire country. When traveling in the field away from either official or temporary headquarters the expenses of the investigator are paid.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination will be held beginning on April 15, 1914. (See secs. 1 and 2.)

**Sec. 228. Seamstress, Indian Service.**—Examination identical with that for matron, and applicants desiring appointment to this position should apply for the matron examination. (See secs. 33 and 190.)

**Sec. 229. Secret Service, men only.**—Applicants for positions in the Secret Service of the Treasury Department should forward, addressed to the Secretary of the Treasury and marked "Personal," Form 304, properly executed, and such evidence as to their experience, training, qualifications, and personal characteristics as they may be able to obtain, without any reference to their political or religious affiliations, which may be considered as proof of their fitness for employment in this service. This examination is confined to experience and personal fitness. Applicants should also give the names and addresses of the persons to whom they refer as to their character and qualifications for employment in this service. Inquiries in regard to applications filed for this service should be addressed to the Secretary of the Treasury.

**Sec. 230. Skilled laborer (female).**—Age, 18 to 35 years; minimum height, 4 feet 10½ inches, without shoes; application form, 304. Vision in each eye must be normal, or made so by glasses. From this examination certifications will be made to fill vacancies as they may occur in the positions of printer's assistant in the Bureau of Engraving and Printing and skilled laborer (female) in the Government Printing Office. No person will be certified to the Bureau of Engraving and Printing who is less than five feet in height, without shoes, or who was on the date of the examination less than 20 years of age. This examination is held only at Washington, D. C.

Application blanks may be obtained from the commission at any time and should be executed and filed with the commission immediately upon their receipt. When a date for the examination is determined all persons having applications on file will be notified when to report for examination. Applicants should notify the commission of any changes in their post-office address. Form 1419, containing further information, will be furnished upon request.

**Sec. 231. Skilled laborer (male), Departmental Service.**—(See Subclerical examination, sec. 244.)

**Sec. 232. Special agents, special employees, and confidential agents, Treasury Department.**—The positions of special agent under the Treasury Department and the positions of special employee and of confidential agent in the Customs Service are in the competitive classified service. These positions are filled by the promotion of persons already in the competitive classified service in or under the Treasury Department after passing appropriate examination, which is given only upon request of the Secretary of the Treasury.

**Sec. 233. Stenographer and Typewriter. General information (all services).**—*Branches of the service.*—Stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental Service, which includes the departments and other Federal offices in Washington, D. C. (see secs. 234, 238, and 264); the Field Service, which includes Federal offices outside of Washington, D. C. (see sec. 239); the Isthmian Canal Service, which includes offices of the Isthmian Canal Commission in the Canal Zone (see secs. 236, 240, and 266); and the Philippine Service, which includes offices of the civil service of the Philippine Islands (see secs. 237, 241, and 267). The combined stenographer and typewriter examination is given for each of the four branches; the separate stenographer examination is given for the Departmental and Field Services; the separate typewriter examination is given for the Departmental, Field, and Isthmian Canal Services.

Examinations for the Field Service are held separate from those for the other three services. As a result of one examination, a man may become eligible for appointment to the Departmental, Isthmian Canal, and Philippine Services in the case of the combined stenographer and typewriter examination, or to the Departmental and Isthmian Canal Services in the case of the separate typewriter examination. If he also desires to become eligible for appointment to the Field Service, he will be required to take an examination especially for that service. Applicants are required to indicate clearly in their applications the service or services in which employment is sought. A separate application is required for each service.

*Instructions of special importance.*—Applicants should give special attention to the following:

The age limits for entrance to the examinations for the different branches of the service are as follows: Departmental and Field Services, minimum 18 years, no maximum; Isthmian Canal Service, minimum 20, maximum 45 years; Philippine Service, minimum 18, maximum 40 years. (See sec. 11.)

The application forms required are as follows: Departmental Service, Form 304; Field Service, Form 1371; Isthmian Canal Service, Form 1312; Philippine Service, Form 2.

The medical certificate on the application form is required of applicants for the Isthmian Canal and Philippine Services, but not of those for the Departmental and Field Services.

The county officer's certificate is required of applicants for employment in the apportioned Departmental Service at Washington, D. C., and of those applicants only; except that persons already employed in the apportioned Departmental Service are not required to furnish the county officer's certificate. (See sec. 17.)

The time allowed for the stenographer examination is 5 hours; for the typewriter examination, 5 hours; for the stenographer and typewriter examination, 6 hours.

Any system or method of making notes, including the use of shorthand writing machines, is acceptable. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

Any style of typewriting machine may be used.

Applicants must provide themselves with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants who intend to record the



stenography dictation exercises by means of mechanical devices may bring to the examination room paper required for use with such devices. Applicants for the typewriter or the stenographer and typewriter examination must also provide typewriting machines and stands or tables. Machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

The usual entrance salaries are as follows: Departmental and Field Services, men \$600 to \$1,200 a year (most appointments at \$840 or \$900), women \$600 to \$900 a year; Isthmian Canal Service, \$1,500 a year; Philippine Service, \$1,200 a year. In the Departmental and Field Services the number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year. (See paragraph under heading "Salaries" in this section.)

*Filing of applications.*—Applications for any service may be filed at any time, except that applications from women for the Departmental Service will be accepted only when the spring or fall examinations have been announced, unless the needs of the service require otherwise (see next paragraph). For the Departmental, Isthmian Canal, and Philippine Services, applications should be filed with the United States Civil Service Commission, Washington, D. C.; for the Field Service, applications should be filed with the district secretary in whose district the applicant desires employment. (See sec. 36.) Persons having applications on file will be notified of the first examination held after the filing of their applications. Application blanks may be obtained from the commission or any of the district secretaries.

*Places and dates of examinations.*—Examinations for the Departmental, Isthmian Canal, and Philippine Services will be held at the places and on the dates marked "(A)" or "(C)" in the spring schedule of examinations. (See secs. 1 and 2.) The fall schedule will be ready for distribution about July 15, 1914.

Both men and women will be admitted to the spring and fall examinations for the Departmental Service; for the Philippine and Isthmian Canal Services only men are admitted.

In addition to the spring and fall schedules, examinations for the Isthmian Canal and Philippine Services, for men only, will be held in January and July of each year, and examinations for the Departmental Service, for men only, will be held on the fourth Tuesday of January, February, May, June, July, August, and November of each year. All examinations mentioned in this paragraph are held throughout the country and in Hawaii and Porto Rico. Form 1424, containing a list of the cities in which the examinations are held, will be sent upon request.

In Alaska, examinations for the Departmental, Isthmian Canal, and Philippine Services will be held at the places and on the dates shown in section 2. Both men and women will be admitted to the examination for the Departmental Service, men only to the examination for the Isthmian Canal and Philippine Services.

For the Field Service, examinations for both men and women will be held as follows: In the First, Second, Third, Fourth, Sixth, Seventh, Tenth, Eleventh, and Twelfth Civil-Service Districts (except Nome, Alaska, in the Eleventh District), examinations will be held on the third Saturday of February, May, August, and November of each year; in the Fifth, Eighth, and Ninth Districts they will be held on the third Tuesday of February, May, August, and November of each year. Examinations in the various districts will also be held at such other times as may be necessary. In Hawaii and Porto Rico and at Nome, Alaska, examinations for the Field Service will be held only when eligibles are needed, and will be announced at such times. The extent of civil-service districts is shown in section 36. The district secretaries will furnish upon request the list of places at which examinations will be held for the Field Service.

Persons desiring to be examined for stenographer and typewriter will be required to take the combined examination on one scheduled date—that is,

they will not be permitted to take the stenographer examination on one date and the typewriter examination on a different date of the same series of examinations.

Those who wish to take the combined stenographer and typewriter examination should indicate in their applications that the "stenographer and typewriter" examination is desired. Those who apply for the "stenographer" examination will not be examined in typewriting.

*Examinations on the Isthmus of Panama.*—Examinations for the apportioned Departmental Service are not held in the Canal Zone. Examinations for the nonapportioned Departmental, Isthmian Canal, and Philippine Services are held at Culebra on approximately the same dates as in the United States. Persons residing on the Isthmus may obtain application forms from the secretary of the board of civil-service examiners at Culebra, and may file their applications with him. The secretary will also furnish information as to the exact dates of examinations. (See secs. 8 and 282.)

*Sample questions and tests.*—The examinations are the same for all branches of the service, except that the typewriter examination for the Isthmian Canal Service includes the additional subject of general business experience, which is rated on statements contained in the application, and corroborative evidence. The following questions and tests have been used and will serve to give an idea of the character of the examinations. No further information on this subject can be furnished.

#### FIRST SUBJECT—STENOGRAPHY DICTATION.

The practical test in stenography consists of one exercise of 250 words selected from a speech or article containing no technical matter. The dictations are given to all competitors together. A preliminary exercise is given at the rate of 80 words per minute, to familiarize the competitors with the examiner's manner of dictation. The regular exercises will then be dictated at different rates of speed, as follows: 80 words, 100 words, 120 words, and 140 words per minute. The matter dictated is different for each exercise.

All competitors are expected to take the notes of both the preliminary and the regular 80-word tests, one of which exercises they will be required to transcribe. In addition they will be permitted to take the notes of any or all of the remaining dictations at the higher rates of speed. At the conclusion of the dictations the competitors will be allowed 10 minutes in which to select one of the 80-word exercises and any one of the exercises at the higher rates of speed which they may wish to transcribe.

The notes of all the tests not to be transcribed will be taken up by the examiner and will not be considered in the rating. The transcript of the notes may be made either with the typewriter or in handwriting. Not to exceed one hour will be allowed for making the transcripts. Speed in making the transcripts is not considered in determining the ratings. Competitors who, in addition to the 80-word dictation, transcribe one of the dictations at a higher rate will, in determining the ratings on the stenography test, be given the rating on the exercise in which they attain the higher percentage on speed and accuracy combined, and the other exercise will not be considered. Speed and accuracy are given equal weights in the rating, the ratings for speed for the different rates of dictation being as follows: 80 words per minute, 70 per cent in speed; 100 words per minute, 80 per cent in speed; 120 words per minute, 90 per cent in speed; 140 words per minute, 100 per cent in speed. The rating for accuracy is determined by the correctness of the transcript.

No special system of stenography is recommended. Any system or method of making notes, including the use of shorthand writing machines, is acceptable, provided the notes are turned in to the examiner after being transcribed. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

The following is a sample of dictation which has been given at 80 words a minute. Similar exercises are given at 100, 120, and 140 words a minute:

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight producing area. Under the all-rail system of carrying freight, the western producer fails to reach the markets with a profit, and the consuming world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad transportation recently estimated that the next 10 years would require 75,000 miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.

#### SECOND SUBJECT—COPYING AND SPACING.

In the copying and spacing test the competitor is required to make an exact copy of an exercise similar to that shown in reduced size below, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet. The copy furnished to the competitor is a photolithograph of a sheet which has been typewritten and is so prepared that it may be reproduced on any style of typewriting machine. Both speed and accuracy will be considered in the rating. (See Fifth Subject, Time.)

#### Statement made by TREASURY DEPARTMENT of Customs Business.

Districts and ports.	Fiscal year ended June 30, 1901.				
	Tax.	Re- ceipts.	Value of exports.		Ex- penses.
			For- eign.	Do- mestic.	
Saco.....	\$29	\$53	\$430	\$657	\$476
Brunswick.....	12,534	14,744	22,654	54,020	98,327
Albany.....	151,364	151,997	107		13,187
Rumboldt.....	143	198		163,682	3,027
Milwaukee.....	419,234	420,234	1,782		18,354
Erie.....	83,385	84,448	230	29,744	6,337
Bristol.....	578	1,257	88	134	1,489
Edgartown.....	331	478			2,319
Cape Vincent...	29,749	29,880	13,946	136,590	14,890
Burlington.....		14			163
Cleveland.....	747,560	750,100	1,757	388,825	32,316
Gloucester.....	5,135	7,137	1,000	404	14,901
Pembina.....	71,023	277	10,308	64,867	13,672

The receipts for 1901 are \$20,444,485.64 greater than for 1900, the next highest in our records, and of the increase \$11,852,737.01, considerably more than one-half, is from customs revenue.

The net growth of expenditures for the year is \$22,253,561.00. The surplus for the year is kept at \$77,717,984.38, x x x which is only \$1,809,075.80 less than in 1900. The expenditures for 1890 were exceeded by those of 1863, \$718,754,276.18.

## THIRD SUBJECT—COPYING FROM ROUGH DRAFT.

In the exercise in copying from rough draft the competitor will be required to make a corrected copy of a rough-draft letter, such as appears in reduced size below, paragraphing, punctuating, and spelling as in the copy, but writing in full all abbreviated words.

Competitors who take the stenographer examination only may make the copy either in handwriting or with the machine, while those who take the stenographer and typewriter examination or the typewriter examination will be required to make the copy on the machine. Speed in making the copy will be considered only in the case of those who take the stenographer and typewriter or the typewriter examination. (See Fifth Subject, Time.)

*an ocean-carrying marine is much needed by the U S*  
 In one yr we paid to foreign companies \$169,000,000 for freightage, and \$45,000,000 for fares ~~as~~ passengers and marine insurance. In the very same yr the country sent to foreign lands over \$600,000,000 <sup>with</sup> more of goods than it <sup>bought</sup> ~~sent~~ from <sup>these</sup> countries; and ~~as~~ some <sup>writers</sup> call this <sup>sum</sup> the balance of trade in our favor. N Y ~~has~~ <sup>is</sup> most of the regular steamship lines between Eur and the U S. It <sup>ing even</sup> received a larger proportion of ~~the~~ <sup>our</sup> imports, and <sup>is</sup> the outlet for over one-third of our domestic exports. Breadstuffs, provisions, cotton, and petroleum form ~~one-half~~ <sup>about</sup> of ~~the~~ <sup>its</sup> exports. The city has about 363 mi <sup>of</sup> water front, <sup>of</sup> which ~~the~~ <sup>half</sup> may be <sup>improved</sup> ~~used~~ <sup>and so</sup> for shipping, the piers of Jersey City and Hoboken, in N J, <sup>the same</sup> ~~practically are~~ a part of ~~the~~ <sup>the same</sup> port, its ninety mi of pier <sup>may</sup> be ~~very~~ largely extended. The foreign movement of the port, ~~which is very large~~ <sup>is</sup> more than three times the tonnage of ~~its nearest competitor, which is the city of~~ (Boston). About fifty steamers in the foreign trade ~~every week leave the port,~~ <sup>of which</sup> half <sup>one-eighth</sup> sail under the British and ~~the same number~~ under the American flag.

*The second largest city in the world, is the port*

*line, already running, and other ports,*

*or the capacity of vessels in the foreign trade affecting or leaving it.*

## FOURTH SUBJECT—COPYING FROM PLAIN COPY.

In copying from plain copy the competitor will write with the typewriter an exercise consisting of 450 words, paragraphing, spelling, capitalizing, and punctuating precisely as in the copy. Both speed and accuracy will be considered in the rating. In determining the accuracy the rating will be made in the discretion of the examiner on 150 words from any part of the exercise, the same part being rated for all competitors in a given examination.

## FIFTH SUBJECT—TIME.

Time as a separate element will be rated on the total time consumed on the three typewriting subjects. (See sec. 264.)

## OTHER SUBJECTS.

For information concerning the remaining subjects of the examination—penmanship, report writing, and arithmetic—see first-grade subjects, section 40.

*Method of rating examination papers.*—(See secs. 273 and 274.)

*Reexamination.*—(See sec. 25.)

*Registers of eligibles.*—For the Departmental, Field, and Isthmian Canal Services, registers of eligibles will be prepared of persons who pass the combined stenographer and typewriter examination with a rating of at least 70 per cent. A similar register will be prepared for the Philippine Service of those who pass the combined stenographer and typewriter examination with a rating of at least 75 per cent. For the Departmental and Field Services there will also be prepared registers of those who pass the stenographer or the typewriter examination with a rating of at least 70 per cent, and for the Isthmian Canal Service a register of those who pass the typewriter examination with a rating of at least 70 per cent. The names of those who pass in both stenography and typewriting, and are therefore on the combined register, may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require. Such appointment cancels both typewriter and stenographer eligibility. When eligibles in both stenography and typewriting are not available for certification for stenographer and typewriter positions, the eligibles who have failed in stenography or in typewriting may be utilized.

*Transfer of eligibility.*—As stated, stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental, the Field, the Isthmian Canal, and the Philippine Services. Transfer of eligibility from the register for one service to that for any one of the other services may be made at any time within the period of eligibility if there is reason for such transfer which is satisfactory to the commission and the eligible meets the requirements of the service to which transfer of eligibility is desired. An eligible on the register for the Field, Isthmian Canal, or Philippine Service who wishes to transfer his eligibility to the register for the apportioned Departmental Service in Washington, D. C., must furnish a county officer's certificate as to his residence and meet the requirements as to residence and domicile indicated in section 17.

Transfer of eligibility within the Field Service from the stenographer and typewriter register for one civil-service district to the register for another civil-service district may be made with the approval of the district secretaries concerned.

The name of an eligible transferred to the register of a district in which he was not examined, either from Washington, D. C., or from another district, will not be certified while there are three available eligibles examined within the district, unless he has actually moved to the district to which his eligibility is transferred, in which case, for the purpose of certification, his place of registration will be considered as the examination point nearest his new place of residence.

An eligible who moves from one place to another within a civil-service district may upon written request and with the consent of the district secretary have his place of registration changed to the examination point within the district nearest his new place of residence, provided the needs of the service justify such transfer.

In all cases of transfer of eligibility, irrespective of the branch of the service, approval of such transfer will depend upon the need of eligibles in the branch of the service or the locality to which transfer of eligibility is desired. (See sec. 277.)

*Method of certification.*—(See secs. 278, 279, and 283.)

*Salaries.*—The entrance salaries demanded by male stenographers and typewriters whose names appear on the eligible register are frequently in excess of the salaries usually paid by the Government on entrance to the service. In stating to the commission their desires as to entrance salaries, stenographers and typewriters should have in mind that entrance to the service is usually at the lowest clerical salary,

while the higher salaried positions are filled by the promotion of persons who are already in the service and have gained some experience in the work to be performed.

Eligibles are given an opportunity at the time of examination to state the lowest entrance salary they will accept, and the commission will not certify them to positions for which the salaries are substantially less than they express a willingness to accept. An eligible who indicates a willingness to accept a low salary will be certified to a higher-salaried position if his name is reached in its order, and he will have as good an opportunity of appointment at the higher salary as an eligible who attains the same average but who will accept appointment only at the higher rate of pay. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled.

In the United States, the entrance salaries for male stenographers and typewriters vary in the different departments and offices from \$600 to \$1,200 a year, but in most of the offices the entrance salary is \$840 or \$900 a year. Appointments of women are made at \$600 to \$900. The number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year.

The usual entrance salary in the Philippine Service is \$1,200 a year and in the Isthmian Canal Service \$1,500 a year.

**Sec. 234. Stenographer (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. The time consumed in giving the stenography dictations is not considered.

Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY, 75; COPYING FROM ROUGH DRAFT, 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 5; ARITHMETIC (first grade, see sec. 40), 5.

If a competitor fails to attain a rating of at least 70 per cent in stenography the other subjects will not be considered.

(For sample questions and tests, dates of examinations, and general information see sec. 233.)

**Sec. 235. Stenographer, Field Service.**—(See sec. 239.)

**Sec. 236. Stenographer, Isthmian Canal Service.**—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Isthmian Canal Service, but who have passed only the typewriter examination. (See sec. 233.) If they pass the stenographer examination their papers will be averaged for the combined examination. (See secs. 7 and 25.)

**Sec. 237. Stenographer, Philippine Service.**—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the typewriter examination with a rating of 75 or over. (See sec. 233.) If they pass the stenographer examination with an average of 75 or over their papers will be averaged for the combined examination.

**Sec. 238. Stenographer and typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, six hours.

The subjects of copying from rough draft, penmanship, report writing, and arithmetic will be required to be taken only once, at the same time and place, in connection with the examination for stenographer and typewriter. (See sec. 233.)

If a competitor passes in both the stenographer examination and the typewriter examination, the averages in the two examinations will be combined, with a weight of 2 for stenography and a weight of 1 for typewriting, and with the average thus obtained his name will be entered on the combined stenographer and typewriter register. In addition, his name may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require.

If a competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

(For sample questions and tests, dates of examinations, and general information, see sec. 233.)

**Sec. 239. Stenographer and typewriter (combined), stenographer, and typewriter (male and female), Field Service.**—Age, 18 years or over; application form, 1371.

For the Field Service the examinations and the time allowed are identical with those for the Departmental Service. (See secs. 233, 234, 238, and 264.) The regulations for the Departmental Service in the sections referred to relating to competitors who pass in both stenography and typewriting, those who pass in stenography alone, those who pass in typewriting alone, and to reexamination, are applied to examinations for the Field Service in the same manner. There is this difference, however, between examinations for the Field Service and those for other services, that examinations for the Field Service are separate and distinct from those for other services, while a man may become eligible for the Departmental, Isthmian Canal, and Philippine Services as a result of one examination. Persons who are applicants for or eligible from examination for the Departmental, Isthmian Canal, or Philippine Service, or any or all of them, may apply for the examination for the Field Service without regard to their application or eligibility for the other service or services, and vice versa.

The War Department requires of all appointees to the Medical Department at large, and in some cases to other field branches of that department, willingness to serve a period of duty in the Philippine Islands. It is rare, however, for an employee to be required to serve in the Philippines against his will. While serving in the Philippines, employees are given an increase of \$200 per annum in their pay, and they are allowed transportation expenses. Two years is usually the duration of such duty. Applicants for examination for field services should, therefore, indicate in their applications their willingness or unwillingness to accept appointment in services under the War Department, and the lowest salaries they are willing to accept while employed in the United States. This has no connection with the "Philippine Service" referred to in this Manual, which service includes only positions under the insular government of the Philippines.

Applications for examination for the Field Service may be filed at any time with the secretary of the civil-service district in which the applicant desires employment. (See sec. 36.) The dates of examinations are shown in section 233. The district secretary will furnish upon request a list of places at which the examination will be held.

**Sec. 240. Stenographer and typewriter (male), Isthmian Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate. Men only will be admitted to this examination.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Departmental Service. (See secs. 233, 234, 238, and 264.) The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the stenographer or the typewriter register for the Departmental Service if eligible for either, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. The usual entrance salary is \$1,500 per annum. (For further requirements see sec. 34.)

A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined

for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Applicants should have had experience in stenographic work in an office of the United States Government or of a corporation. Persons just out of school, with no practical experience, are not desired.

No register will be prepared of stenographers only for the Isthmian Canal Service, but if a competitor passes in only the stenographer or the typewriter examination his name will be entered on the Departmental Service register of the examination which he passes if the county officer's certificate has been executed and he has complied with the residence and domicile requirements. (See sec. 17.) Those who fail in stenography will also be rated as typewriters for the Isthmian Canal Service and if found eligible will have their names placed on the register for typewriter, Isthmian Canal Service. (See sec. 266.)

(For sample questions and tests, dates of examinations, and general information, see sec. 233.)

**Sec. 241. Stenographer and typewriter (male), Philippine Service.**—Age, 18 to 40 years; application form, 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, \$1,200 per annum. (For further requirements see sec. 35.)

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination (combined) for the Departmental Service. (See secs. 233, 234, 238, and 264.) Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or of typewriters only for the Philippine Service, but if a competitor attains an average of 70 or over in only the stenographer examination or the typewriter examination, or an average of 70 or over but less than 75 in the combined examination, his name will, upon his filing application form 304, be placed upon the Departmental Service register of the examination which he passes, if he complies with the requirements as to residence and domicile. (See sec. 17.)

Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be reexamined upon filing a new application. Competitors who attain a rating of 75 or over for either stenographer or typewriter but less than 75 for the other may be reexamined in the entire examination or, if they desire and so state in the application, they may (if within one year of the former examination) be reexamined only for the position (stenographer or typewriter) for which they previously failed to attain the required rating. If they pass with an average of 75 or over the reexamination in the part in which they previously failed, their papers will be averaged for the combined examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 233.)

**Sec. 242. Stereotyper, Government Printing Office.**—Age, 21 years or over; application forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PEN-MANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Form 304, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

This examination will be held in the spring of 1914. (See secs. 1 and 2.)

**Sec. 243. Student interpreter, Consular and Diplomatic Services.**—Applicants for appointment to the position of student interpreter in the Consular and Diplomatic Services should address the Secretary of State, Washington, D. C.



**Sec. 244. Subclerical, Departmental Service.**—Men only. Positions of messenger, skilled laborer (male), and watchman will be filled from this examination. The term "skilled laborer" as here used is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below the clerical and minor clerical grades, and above the grade of mere manual laborer. Appointment to one of the positions will operate to remove the name of an eligible from the register for all of them, and his name can not be restored to the register unless he should become separated from the service, without delinquency or misconduct, during his period of probation.

Age, 18 years or over, except that certification for filling vacancies in the position of watchman in the Bureau of Engraving and Printing will be made of eligibles who were not less than 25 nor more than 40 years of age on the day of examination. Application form, 304; medical certificate to be filled out. No person will be admitted to the examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC 20; LETTER WRITING, 20; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 20 (all third grade, see sec. 42), and TRAINING AND EXPERIENCE, 20.

For experience the highest ratings will be given to those who have been engaged for three years or more in the following or similar occupations: Soldier, sailor, marine, policeman, guard, street-car conductor, elevator conductor, electrician, machinist, engineer, fireman, carpenter, motorman, plumber, etc. Lower ratings for experience will be given to those who have been engaged as constable, town marshal, trainman, brakeman, etc.

Certain skilled laborer positions filled from this register require persons of considerable physical strength, and persons who attain eligibility in the examination will if possible, be given a strength test later, and if they pass this test satisfactorily their names will be entered upon the special register for the filling of this class of positions. This test consists in shouldering and carrying a mail sack and contents weighing 125 pounds.

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination. Eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

**Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to subclerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)**

This examination will be held in the spring of 1914. (See secs. 1 and 2.)

**Sec. 245. Subtreasury Service.**—Subtreasuries are located in the following named cities: Baltimore, Md.; Boston, Mass.; Chicago, Ill.; Cincinnati, Ohio; New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; and San Francisco, Cal.

For information concerning these examinations apply to the board of examiners at the subtreasury where employment is desired.

Positions in the Subtreasury Service are divided into Schedules A, B, C, and D, as follows:

**Schedule A.**—**FIDUCIARY POSITIONS:** The officers, chiefs of divisions, tellers, assistant tellers, and other employees in the several monetary divisions, embracing those engaged in the handling of money, bonds, coupons, checks, and other representatives of money.

*Schedule B.*—CLERICAL POSITIONS: Chiefs of divisions, bookkeepers, and other employees engaged upon merely clerical work.

*Schedule C.*—MISCELLANEOUS POSITIONS: Employees in nonclerical positions, including the superintendent of the building, detectives, messengers, hall men, and porters.

*Schedule D.*—CUSTODIAN POSITIONS: Employees having the care and custody of the building, including engineers, watchmen, janitors, and classified laborers.

Rigid tests of character and integrity will be applied to all applicants by the civil-service boards, and only those satisfactorily meeting such tests may be examined. These tests shall be such as may be found practicable and satisfactory to the several assistant treasurers and the Civil Service Commission.

**Sec. 246. Superintendent, Lighthouse Service.**—Age, 21 years or over; application form, 1312, including medical certificate. Two days will be allowed for this examination. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: THEORETICAL AND PRACTICAL QUESTIONS IN CIVIL ENGINEERING, CONSTRUCTION, MATERIALS, AND SURVEYING, 50; TRAINING AND EXPERIENCE, 50.

Applicants must have had at least six years' satisfactory experience in civil engineering and construction. Graduation from a reputable technical school of engineering will be considered as equivalent to three years of the six.

Positions of assistant superintendent and superintendent in the Lighthouse Service will be filled from this examination, at salaries ranging from \$1,600 to \$2,400 a year, depending upon the qualifications of the eligibles. The appointees in these positions will be assigned to duty in the various lighthouse districts in connection with construction and repair of lighthouses, depots, wharves, etc.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 247. Superintendent of construction, Supervising Architect's Office, Treasury Department.**—Age, 20 years or over; application, Form 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings and of details of construction, 40; ARITHMETIC, 10; BUILDING SUPERVISION, tests in the form of business communications which require adaptability and a knowledge of the qualifications necessary for this position and knowledge of the work gained by experience, 15; SPECIFICATIONS, involving knowledge of the details of complete specifications for the various classes of work required in first-class buildings, 10; TRAINING AND EXPERIENCE, 25.

Applicants should have such a general education as will enable them to give, orally or in writing, correct expression to their ideas. They should also have either a technical training in architecture or engineering, or broad practical experience in building construction, and not less than two years of actual experience in superintendence of buildings similar in class and construction to United States public buildings. In the case of architectural draftsmen, and structural or other engineers who have been engaged in architectural or structural design, this two-year minimum may be materially reduced.

As an appointee may be the only representative of the department in the community in which he may be located, it is of prime importance that, in addition to satisfactory general and technical training and experience, he should possess the personal qualities that will command the respect of those with whom he may come in contact, will enable him to handle all business matters promptly and with good judgment, to grasp in detail written instructions, and to answer written communications fully and

in good, clear, terse English. Only those whose answers to questions in the blank forms furnished are *prima facie* satisfactory will be admitted to the examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first four subjects, with the relative weights indicated, will not be eligible for appointment.

From this examination the positions of superintendent of construction and junior superintendent of construction are filled. The usual entrance salary of the position of superintendent of construction is \$1,800 a year, of junior superintendent of construction \$1,600 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment to the position of superintendent of construction. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 248. Surfman, Life-Saving Service.**—(See sec. 182.)

**Sec. 249. Surgeon.**—(See Physician examination, sec. 207.)

**Sec. 250. Surveyor, General Land Office.**—Age, 19 years or over; application form, 1312; time allowed, two days of five hours each. The first two subjects will be given on the first day, and the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including algebra, geometry, and trigonometry, 15; THEORY AND PRACTICE OF PLANE, TOPOGRAPHIC, AND ELEMENTARY GEODETIC SURVEYING, 20; PUBLIC-LAND SURVEYING, 30; ADJUSTMENT AND USE OF INSTRUMENTS, 10; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 31 for time of filing application.)

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 251. Surveyor, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, two days of six and eight hours, respectively. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. The surveyor examination is of the same general character as the civil engineer examination, except that questions relating to mechanics, materials of construction, and design and construction will be omitted. The subject "Drawing and mapping" will be substituted for "Design and construction." Subjects of examination and relative weights of subjects, on a scale of 100: MATHEMATICS, including trigonometry, use of logarithmic tables, and computations, 20; THEORY AND PRACTICE OF SURVEYING, 35; DRAWING AND MAPPING, 20; TRAINING AND EXPERIENCE, 25. (For further requirements see sec. 35.)

Applications will be received from graduates in civil engineering of any reputable college or technical school, or from those about to graduate from such institution, or from persons who, in addition to a good general education, have had not less than three years' experience in general land and topographic surveying. If an applicant is a graduate or is about to graduate from a reputable technical college, experience is not required, but those who have extensive or high-grade experience will be rated accordingly.

Usual entrance salary, \$1,400 a year. Field expenses are allowed appointees when absent on duty from their permanent station.

It is not probable that this examination will be held before the fall of 1914. Should an examination be held before that time it will be announced.

**Sec. 252. Tariff Board.**—This board has been discontinued.

**Sec. 253. Teacher, Alaska.**—The Bureau of Education, Washington, D. C., has charge of public schools in Alaska for the education of natives, and requests for infor-

mation concerning such schools should be addressed to the Commissioner of Education, Washington, D. C. Teachers in schools for whites in incorporated towns in Alaska are appointed by the local boards of education. Teachers in schools for whites not in incorporated towns are appointed by the Governor of Alaska, Juneau, who is ex officio superintendent of public instruction.

**Sec. 254. Teacher, Hawaii.**—Applicants for appointment to the position of teacher in Hawaii should apply to the superintendent of public instruction at Honolulu, Hawaii.

**Sec. 255. Teacher, Indian Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. The next examination will be held beginning on February 4, 1914. This examination will also be held beginning on April 15, 1914. (See secs. 1 and 2.) Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of teacher in the same school; application form, 1312, including the medical certificate; time allowed, two days—seven and one-half hours on the first day for the first six subjects and six hours on the second day for the remaining subjects. The department usually fills vacancies in the grades of superintendent and principal teacher by promotion from the grade of teacher. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC and ELEMENTARY ALGEBRA, involving a knowledge of the subject of arithmetic as comprised in the ordinary grammar-school textbooks, including longitude and time, square and cube root and mensuration, and common-school algebra through quadratics, 20; PEDAGOGY and ELEMENTS OF KINDERGARTEN INSTRUCTION, questions relating to school government, methods of teaching certain subjects, duties of the teacher, and to the elements of kindergarten instruction, 15; PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing twenty or more misspelled words, 5; GEOGRAPHY, embracing questions in mathematical, physical, and political geography, 5; PHYSIOLOGY AND HYGIENE, embracing matter found in the grammar-school textbooks, 5; ENGLISH GRAMMAR AND ANALYSIS, as comprised in the common-school textbooks, 10; HISTORY AND GOVERNMENT OF THE UNITED STATES, comprising matter found in the grammar-school textbooks, 10; DRAWING, tests in graphic free-hand sketching for illustration of lessons in school work, 5; NATURE STUDY, relative to the development, growth, habits, and peculiarities of animals and plants, and methods of interesting pupils in a study of the same, 5; AMERICAN LITERATURE, comprising matter found in the elementary textbooks on this subject, 5; TRAINING AND EXPERIENCE, 10.

(For information concerning the Indian Service, see sec. 33.)

**Sec. 256. Teacher, Panama.**—Applicants for appointment to the position of teacher in the Canal Zone should apply to the superintendent of schools, Ancon, Canal Zone, Isthmus of Panama.

**Sec. 257. Teacher, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on March 11, 1914.

It is the practice to admit women to this examination only when the needs of the service require. Unless otherwise specially announced they will not be admitted to this examination unless they are the wives, immediate relatives, or fiancées of men examined for teacher or assistant, or appointed to or already employed in the Philippine Service; or unless they have had special experience in the teaching of domestic science and home economy, or have had training in these subjects. These facts must be shown in the application. Each woman applicant should

state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom her examination is requested. Age, 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 35.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: **THESIS** of not less than 300 words on either of two subjects given, to test knowledge of syntax, style, spelling, punctuation, and capitalization, 15; **PENMANSHIP**, rated on thesis, 5; **ARITHMETIC**, as comprised in the ordinary grammar-school textbooks, also the metric system, 15; **GEOGRAPHY**, mathematical, physical, and political, 10; **PHYSIOLOGY AND HYGIENE**, as found in the grammar-school textbooks, 5; **ENGLISH**, as treated in the ordinary grammar-school textbooks, including analysis and parsing, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, as covered in the grammar-school textbooks, and the Constitution of the United States, 10; **NATURE STUDY AND DRAWING**, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; **HISTORY AND SCIENCE OF TEACHING**, comprising school government, methods of teaching, duties of the teacher, etc., 10; **TRAINING AND EXPERIENCE**, rated on Form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

Applicants for the position of teacher of domestic science or home economy are required to pass the regular teacher examination, no special examination being required in these subjects.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant examination (see sec. 55) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

**Sec. 258. Teacher, Porto Rico.**—Applicants for appointment to the position of teacher in Porto Rico are not required to pass a civil-service examination, but they must be graduates of accredited high schools, normal schools, colleges, or universities, or possess a first-class State certificate. The entrance salaries are \$80, \$85, and \$90 a school month, according to the education and experience of the applicant. Applicants should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., early in the spring for positions during the school year opening in September.

**Sec. 259. Telegraph operator.**—Age, 18 years or over; application forms, 304 and 1140; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING**, 5; **ARITHMETIC**, 5; **PENMANSHIP**, 5; **REPORT WRITING**, 5; **COPYING AND CORRECTING MANUSCRIPT**, 10 (all first grade, see sec. 40); **PRACTICAL QUESTIONS**, 20; **TRAINING AND EXPERIENCE**, 50.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment, and the remaining subjects will not be rated.

Form 1140 provides for a statement of the applicant's practical experience as a telegrapher, which must be corroborated by certificates of the proper officers of the telegraph companies by which he has been employed.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

**Sec. 260. Telephone operator.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 261. Topographic aid (temporary).**—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elementary practical questions, 15; TOPOGRAPHIC DRAWING, 20; LETTER WRITING, a letter of not less than 150 words on a subject to be assigned in the examination, 10; TRAINING AND EXPERIENCE, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 172.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 262. Trained nurse.**—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Isthmian Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Isthmian Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Isthmian Canal Service; Form 2, including the medical certificate, for the Philippine Service. Time allowed—male six hours, female seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, 5; HYGIENE OF THE SICK ROOM, 20; GENERAL NURSING, 20; SURGICAL NURSING, 20; OBSTETRICAL NURSING, 20; TRAINING AND EXPERIENCE IN NURSING, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Isthmian Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Isthmian Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained-nurse (male) register for the Indian Service for several years.

The entrance salary paid trained nurses in the Indian Service is \$720 a year, with laundry of uniforms. In the Isthmian Canal Service the entrance salary for female nurses is \$60 a month, with board, quarters, and laundry. About half of the female nurses in the service receive \$75 a month, through promotion. The entrance salary for male nurses is \$90 a month, with quarters, but without subsistence or laundry, and they may be promoted after six months' satisfactory service to \$105 a month, with quarters. Unmarried men are preferred by the Isthmian Canal Commission. The entrance salary for the Philippine Service is \$50 a month for the first six months, when the salary is increased to \$60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to \$85 a month may be made as vacancies occur.

Each applicant for the position of trained nurse must hand to the examiner on the date of the examination a photograph of himself or herself *taken within two years*. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

For further information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see sec. 33; for the Isthmian Canal Service, sec. 34; for the Philippine Service, sec. 35.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 263. Translator, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 264. Typewriter (male and female), Departmental Service.**—Age, 18 years or over: application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: Copying and spacing, 20; Copying from rough draft, 15; Copying from plain copy, 10; Time, 30; Penmanship, 10; Report writing (first grade, see sec. 40), 10; Arithmetic (first grade, see sec. 40), 5.

Both accuracy and speed are considered in rating the typewriting subjects of this examination. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subjects will not be rated.

Applicants must provide typewriting machines, and stands, for use in this examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 233.)

**Sec. 265. Typewriter, Field Service.**—(See sec. 239.)

**Sec. 266. Typewriter (male), Isthmian Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate; time allowed, 5 hours. Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. Subjects of examination and relative weights of subjects on a scale of 100: **COPYING AND SPACING**, 20; **COPYING FROM ROUGH DRAFT**, 15; **COPYING FROM PLAIN COPY**, 10; **TIME**, 30; **PENMANSHIP**, 5; **REPORT WRITING** (first grade, see sec. 40), 5; **ARITHMETIC** (first grade, see sec. 40), 5; **GENERAL BUSINESS TRAINING AND EXPERIENCE** (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 264.) If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects

and time combined, with the relative weights shown above, the remaining subjects will not be rated. Usual entrance salary, \$1,200 a year. (For further requirements see sec. 34; for sample questions and tests, dates of examinations, and general information, see sec. 233; also see Stenographer and typewriter, Isthmian Canal Service, sec. 240.)

**Sec. 267. Typewriter, Philippine Service.**—Applications for examination for typewriter only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the stenographer examination with a rating of 75 or over. (See sec. 233.) If they pass the typewriter examination with an average of 75 or over, their papers will be averaged for the combined examination.

**Sec. 268. Unskilled laborer.**—This position is unclassified and is filled by registration after physical examination. The wages paid to laborers vary from \$240 to \$660 a year, and the duties for males are those of a common laborer or workman, and for females those of a charwoman or its equivalent. Examinations for positions of this character in the District of Columbia are held annually. Issuance of applications to those applying in person will begin on the morning of May 1 and will be suspended as soon as a sufficient number of blanks have been distributed to meet the needs of the service. No blanks will be distributed by mail to applicants. Applications can be filed from May 1 to 7, inclusive, and no application will be accepted unless properly executed on the current blank and filed with the board at Washington prior to the hour of closing the office on the last business day of the stated period. For information in regard to this position outside of the District of Columbia, address the secretary of the civil-service district at the headquarters of the district in which employment is sought. (See sec. 36.)

**Sec. 269. Veterinarian**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 years or over for the Bureau of Animal Industry and the Quartermaster Corps, and 18 to 40 years for the Philippine Service.

*An applicant may become eligible for appointment in the Bureau of Animal Industry and the Quartermaster Corps as a result of one examination. An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service as a result of that examination. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for the other branches.*

Application forms, 2, including medical certificate, for the Philippine Service; 1312 for the Bureau of Animal Industry and the Quartermaster Corps. Applicants must be graduates of accredited veterinary colleges. Students, irrespective of their class, will not be admitted to examination for the Bureau of Animal Industry and the Quartermaster Corps. For the Philippine Service senior students will be admitted to examination, but their names will not be placed on the register of eligibles until proof of graduation has been furnished. (For further information concerning the Philippine Service see sec. 35.)

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, 10; VETERINARY ANATOMY AND PHYSIOLOGY, 20; VETERINARY PATHOLOGY AND MEAT INSPECTION, 30; THEORY AND PRACTICE OF VETERINARY MEDICINE, 30; TRAINING AND EXPERIENCE, 10. The second, third, and fourth subjects include general questions on anatomy and physiology, a consideration of the pathology of diseases in general, and such special pathology as is characteristic in the diseases common to food-producing animals. The symptoms, diagnosis, and treatment of diseases incident to domesticated animals will be considered.

Entrance salary in the Bureau of Animal Industry, \$1,400 a year; usual entrance



salary in the Quartermaster Corps, \$1,200 a year, and in the Philippine Service, \$1,600 a year. Field expenses are allowed veterinarians in the Philippine Service when absent on duty from their permanent station.

This examination will be given on March 11, 1914, only to applicants for the Bureau of Animal Industry and the Quartermaster Corps. (See secs. 1 and 2.) It is not probable that the examination for the Philippine Service will be held before the fall of 1914. Should an examination be held before that time it will be announced. An examination for the Bureau of Animal Industry and the Quartermaster Corps will also be held on February 4, 1914.

**Sec. 270. Veterinary inspector, Bureau of Animal Industry, Department of Agriculture.**—(See Veterinarian, sec. 269.)

**Sec. 271. Watchman.**—(See Subclerical examination, sec. 244.)

**Sec. 272. Wireman, Departmental Service.**—Age, 20 years or over; application form 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING (third grade, see sec. 42), 10; PRACTICAL QUESTIONS RELATIVE TO THE WIRING OF BUILDINGS, ETC., 65; TRAINING AND EXPERIENCE, 25

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

## RATING OF EXAMINATION PAPERS.

**Sec. 273. Method of rating.**—The following method is observed by the commission in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his average percentage determined. As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

In determining the rating due the competitor for his answers to the questions given to him in the examination room, the examiners must be guided solely by the work before them. Under the commission's system there is no possibility that the rating may be affected by other considerations.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made "special" or be rated in advance of others.

An average percentage of at least 70 is required for eligibility, except in the case of competitors in the stenographer and typewriter examination for the Philippine Service, in which examination 75 per cent is required, and in the case of applicants entitled to preference under section 1754, Revised Statutes (see sec. 288, this Manual); provided that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 in the technical subjects in addition to an eligible rating in the whole examination in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 in the technical subjects the remaining subjects will not be rated.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass. Letters of inquiry concerning the ratings should not be written unless competitors have reason to believe that the notices have miscarried in the mails.

**Sec. 274. Rules for rating.**—As soon as practicable after an examination the papers of the competitors will be rated and the average percentage of each ascertained.

**All examination papers will be rated under the following rules:**

Mark every correct answer.....	100	The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.
Mark every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct the sum of the error marks of each answer from 100.		

**SPELLING.**

	From 100 deduct—
For each error in spelling when the exercise consists of 20 words .....	5
For each error in capitalization.....	1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word .....	2

**COPYING FROM PLAIN COPY.**

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one-half of a printed line of the copy; that a deduction of 15 shall be made for more than half a line and not to exceed one line; and that a proportionate deduction shall be made for a greater number of printed lines: <i>And provided further</i> , That if the copying exercise shall consist of less than five printed lines the charge for the omission, repetition, or insertion of one or more printed lines shall be double the charges indicated; for failure to indent as in copy and for each error in paragraphing; for irregularity in left-hand margin; and for signing name or copying the instructions at the head of the exercise.....	5
For each misdivision of a word at the end of a line and for each omission or improper use of the hyphen in dividing a word at the end of a line; for each word altered, interlined, or canceled; for each blot, pen-rest, or minor erasure if not neat; and for each use of stenographer's period.....	1
For any deviations from copy not covered by the foregoing rules, the charges shall be made in the discretion of the examiners.	

**COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.**

	From 100 deduct—
For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 3 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words.....	3
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated, according to gravity of error) .....	1 to 3
For writing part of the exercise and then commencing again; for signing name .....	5
For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indentation, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter .....	1
For paraphrasing the language of the text, according to gravity of error.....	5 to 100

**PENMANSHIP.**

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 90; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

**LETTER WRITING.**

In marking the letter, its errors in form and address, in spelling, capitalisation, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme: Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

**REPORT WRITING.**

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

**ARITHMETIC.**

From 100  
deduct—

For each wrong process or for each omission of a step in a solution, according to gravity of error .....	10 to 65
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers .....	25
For error in computation or copying, or for superfluous work not canceled .....	10
For complex method, the correct result being produced .....	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact .....	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers .....	5
For omitting work in full, the correct answer being given, according to quantity of work required in solution .....	25 to 75
For omitting work in part, according to gravity of error .....	5 to 35
For giving proof instead of solution, according to gravity of error .....	10 to 75

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

**GEOGRAPHY.**

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, cities, rivers, or bodies of water, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

**GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.**

The geography will be rated as indicated above.

In rating civil government, each answer will be rated in the judgment of the examiners according to its value on a scale of 100.

**STENOGRAPHY.**

From 100  
deduct—

For each word omitted, added, substituted, or misspelled, or for the use of the singular instead of the plural, or of the plural instead of the singular, when the grammatical correctness is affected .....	3
For each transposition .....	2
For each gross error in capitalization or punctuation; for each error in division of words: abbreviation; or for the use of the plural for the singular, or of the singular for the plural, when the grammatical correctness is not affected .....	1
For interlineations, erasures, and lack of neatness .....	1 to 5
The exact rating of a competitor who attains less than 65 per cent in the subject of stenography will not be determined.	

In this examination speed in writing the stenographic notes is weighted equally with accuracy in transcribing them, and will be marked upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute.

**PRACTICAL TESTS OF TYPEWRITER EXAMINATION.**

Accuracy will be considered in marking all the practical tests of this examination, each being marked on a scale of 100. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

1. *Copying and spacing (stenographer and typewriter).*From 100  
deduct—

For the omission of the general head, or of a single line.....	10
For erroneously spacing or failing to space a word or a line of the general head, or a part or the whole of a minor head; for an error in left margin of left column or stub; for error of spacing between words of stub and first line of colons, and for each error in the placing of a whole column of figures; for the omission of leaders after stub; for the insertion of commas after the items of stub; for each case of erroneous spacing between lines (total charge not to exceed 25); for running into one line a minor head that should be written in two or more lines; for running over a line in the paragraphs at the bottom (total charges not to exceed 15); for each word, minor head, figure, or number omitted, inserted, or substituted; for each misspelled word or erroneous number; for omitting or misplacing an apostrophe, or erroneously adding <i>th</i> to date; for the transposition of a single word, item, or line; for each use of — for ..... (total for use throughout exercise, 10); and for each preliminary test on machine.....	5
For error in right and left position of general head as a whole; for wrong alignment of a minor head (total for the consequential misplacement of a whole line of minor heads, 5); for each error in the use of capitals (total for a whole word, 5), or of the dollar sign; for striking one figure over another so that the reading of the figure is doubtful (total charge for one number, 5); for each error in the use of punctuation marks or hyphens in heads or paragraphs; and for spacing a dashed line (total for the exercise, 5).....	3
For an error in the relative right and left position of a line or heading, or in the indentation of the paragraphs (total charge for two or more independent errors in a heading, and for two or more consequential errors in indentation being 3); for each error in spacing between words and after punctuation marks, and for spacing between the figures of a number or the letters of a word; in numbers, for each use of <i>i</i> for <i>l</i> , for each comma or hyphen omitted, and for each decimal point used for a comma, or vice versa.....	2
For each use in numbers of <i>I</i> for <i>l</i> , <i>l</i> or <i>L</i> for <i>I</i> , or <i>o</i> for <i>0</i> (charge for general use of either throughout exercise, 5); and for striking over except in cases covered above.....	1
For irregularities in the margin of a column.....	2 to 5
For erroneous length of the dashed lines; for errors in the colons; for erasures, and lack of neatness; and for each error not specified above.....	1 to 5

2. *Copying from rough draft (stenographer and typewriter).*From 100  
deduct—

For each error in orthography; for each word or figure inserted, substituted, transposed, repeated, or omitted (provided, that a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line, and that a proportionate deduction shall be made for the omission of a greater number of printed lines); for each abbreviation; for each failure to capitalize, punctuate, or paragraph according to copy; for failure to indent as in copy (only one charge to be made in the exercise); for each variation from copy in the use of parentheses or hyphen, and for gross irregularity in the right-hand margin.....	5
For each irregularity in left-hand margin (total charges not to exceed 5); for each case of inconsistent spacing between words; for each interlineation (maximum for a single interlineation of five or more words, 5); for each misdivision of a word at the end of a line, and for each omission of a hyphen in dividing a word at the end of a line.....	1
For each space in a word, or for crowding letters in a word.....	2
For each case of inconsistent spacing between lines (total charges not to exceed 10).....	3
For erasures, and for each error not specified above.....	1 to 5

3. *Copying from plain copy (stenographer and typewriter).*

This exercise will consist of 450 words. In determining the accuracy the rating will be made in the discretion of the examiner on approximately 150 consecutive words from any part of the exercise, the same part being rated for all competitors in a given examination.

From 100  
deduct—

For writing one line over another.....	10
For each error in orthography; for each word or figure omitted, <i>provided</i> that a deduction of 10 shall be made for the omission of two or more consecutive words if the words omitted do not constitute more than one printed line of the copy, and that a deduction of 20 shall be made for the omission of two printed lines, or more than one line, etc.; for each word added, substituted, or repeated; for each transposition; for each abbreviation not in copy; for each failure to capitalize or to punctuate as in copy; for each deviation from copy in paragraphing (maximum for the exercise, 10); for failure to indent as in copy (only one charge to be made in the exercise); for each error in compounding words, or vice versa.....	5

	From 100 deduct—
For each case of inconsistent spacing between lines .....	3
For each space between the letters of a word; for crowding letters in a word; for lack of space between words; for striking a letter instead of space bar; for unfinished word due to coming to end of line when word is rewritten on next line; for striking letters in a line over band holding paper, thus making no impression on sheet, or for piling letters over each other at the end of a line when all the letters are decipherable, or for running off paper on right or left margin (maximum for the exercise, 10) .....	2
For each case of irregularity in left-hand margin, or of gross irregularity in right-hand margin (maximum for the exercise in each case, 5); for each strike over; for the misdivision of a word at end of line; for each omission of a hyphen, when needed, at end of line; for extra space between words (maximum for the exercise, 5); for each case of inconsistent spacing after punctuation marks; for each word interlined (maximum for a single interlineation of five or more words, 5); for each erasure (maximum for the exercise, 5) .....	1
For lack of neatness .....	1 to 5
For each error not specified above .....	1 to 5

#### 4. Time. (3 typewriting subjects.)

Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

Time consumed will be rated according to the following scale: If the competitor consumes only 30 minutes on the three typewriting subjects, he will be credited with 100. When the time consumed is more than 30 minutes and not more than 50 minutes, 1 will be deducted from 100 for every minute consumed more than 30 minutes. When the time consumed is more than 50 minutes and not more than 58 minutes, 2 will be deducted from 80 for every minute consumed more than 50 minutes. When the time consumed is more than 58 minutes and not more than 67 minutes, 3 will be deducted from 64 for every minute consumed more than 58 minutes. When the time consumed is more than 67 minutes and not more than 70 minutes, 4 will be deducted from 37 for each minute consumed more than 67 minutes. When the time consumed is more than 70 minutes, no credit will be given for time, and it will be impossible for the competitor to make an eligible average percentage on the typewriting subjects.

state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom her examination is requested. Age, 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 35.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: **THESES** of not less than 300 words on either of two subjects given, to test knowledge of syntax, style, spelling, punctuation, and capitalization, 15; **PENMANSHIP**, rated on thesis, 5; **ARITHMETIC**, as comprised in the ordinary grammar-school textbooks, also the metric system, 15; **GEOGRAPHY**, mathematical, physical, and political, 10; **PHYSIOLOGY AND HYGIENE**, as found in the grammar-school textbooks, 5; **ENGLISH**, as treated in the ordinary grammar-school textbooks, including analysis and parsing, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, as covered in the grammar-school textbooks, and the Constitution of the United States, 10; **NATURE STUDY AND DRAWING**, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; **HISTORY AND SCIENCE OF TEACHING**, comprising school government, methods of teaching, duties of the teacher, etc., 10; **TRAINING AND EXPERIENCE**, rated on Form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

Applicants for the position of teacher of domestic science or home economy are required to pass the regular teacher examination, no special examination being required in these subjects.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant examination (see sec. 55) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

**Sec. 258. Teacher, Porto Rico.**—Applicants for appointment to the position of teacher in Porto Rico are not required to pass a civil-service examination, but they must be graduates of accredited high schools, normal schools, colleges, or universities, or possess a first-class State certificate. The entrance salaries are \$80, \$85, and \$90 a school month, according to the education and experience of the applicant. Applicants should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., early in the spring for positions during the school year opening in September.

**Sec. 259. Telegraph operator.**—Age, 18 years or over; application forms, 304 and 1140; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING**, 5; **ARITHMETIC**, 5; **PENMANSHIP**, 5; **REPORT WRITING**, 5; **COPYING AND CORRECTING MANUSCRIPT**, 10 (all first grade, see sec. 40); **PRACTICAL QUESTIONS**, 20; **TRAINING AND EXPERIENCE**, 50.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment, and the remaining subjects will not be rated.

Form 1140 provides for a statement of the applicant's practical experience as a telegrapher, which must be corroborated by certificates of the proper officers of the telegraph companies by which he has been employed.

This examination will be held on March 11, 1914. (See secs. 1 and 2.)

**Sec. 360. Telephone operator.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 361. Topographic aid (temporary).**—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elementary practical questions, 15; TOPOGRAPHIC DRAWING, 20; LETTER WRITING, a letter of not less than 150 words on a subject to be assigned in the examination, 10; TRAINING AND EXPERIENCE, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 172.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 363. Trained nurse.**—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Isthmian Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Isthmian Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Isthmian Canal Service; Form 2, including the medical certificate, for the Philippine Service. Time allowed—male six hours, female seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, 5; HYGIENE OF THE SICK ROOM, 20; GENERAL NURSING, 20; SURGICAL NURSING, 20; OBSTETRICAL NURSING, 20; TRAINING AND EXPERIENCE IN NURSING, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Isthmian Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Isthmian Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained-nurse (male) register for the Indian Service for several years.



The entrance salary paid trained nurses in the Indian Service is \$720 a year, with laundry of uniforms. In the Isthmian Canal Service the entrance salary for female nurses is \$60 a month, with board, quarters, and laundry. About half of the female nurses in the service receive \$75 a month, through promotion. The entrance salary for male nurses is \$90 a month, with quarters, but without subsistence or laundry, and they may be promoted after six months' satisfactory service to \$105 a month, with quarters. Unmarried men are preferred by the Isthmian Canal Commission. The entrance salary for the Philippine Service is \$50 a month for the first six months, when the salary is increased to \$60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to \$85 a month may be made as vacancies occur.

Each applicant for the position of trained nurse must hand to the examiner on the date of the examination a photograph of himself or herself *taken within two years*. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

For further information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see sec. 33; for the Isthmian Canal Service, sec. 34; for the Philippine Service, sec. 35.

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

**Sec. 263. Translator, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 264. Typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: Copying and spacing, 20; Copying from rough draft, 15; Copying from plain copy, 10; Time, 30; Penmanship, 10; Report writing (first grade, see sec. 40), 10; Arithmetic (first grade, see sec. 40), 5.

Both accuracy and speed are considered in rating the typewriting subjects of this examination. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subjects will not be rated.

Applicants must provide typewriting machines, and stands, for use in this examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 233.)

**Sec. 265. Typewriter, Field Service.**—(See sec. 239.)

**Sec. 266. Typewriter (male), Isthmian Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate; time allowed, 5 hours. Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. Subjects of examination and relative weights of subjects on a scale of 100: COPYING AND SPACING, 20; COPYING FROM ROUGH DRAFT, 15; COPYING FROM PLAIN COPY, 10; TIME, 30; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 5; ARITHMETIC (first grade, see sec. 40), 5; GENERAL BUSINESS TRAINING AND EXPERIENCE (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 264.) If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects

and time combined, with the relative weights shown above, the remaining subjects will not be rated. Usual entrance salary, \$1,200 a year. (For further requirements see sec. 34; for sample questions and tests, dates of examinations, and general information, see sec. 233; also see Stenographer and typewriter, Isthmian Canal Service, sec. 240.)

**Sec. 267. Typewriter, Philippine Service.**—Applications for examination for typewriter only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the stenographer examination with a rating of 75 or over. (See sec. 233.) If they pass the typewriter examination with an average of 75 or over, their papers will be averaged for the combined examination.

**Sec. 268. Unskilled laborer.**—This position is unclassified and is filled by registration after physical examination. The wages paid to laborers vary from \$240 to \$660 a year, and the duties for males are those of a common laborer or workman, and for females those of a charwoman or its equivalent. Examinations for positions of this character in the District of Columbia are held annually. Issuance of applications to those applying in person will begin on the morning of May 1 and will be suspended as soon as a sufficient number of blanks have been distributed to meet the needs of the service. No blanks will be distributed by mail to applicants. Applications can be filed from May 1 to 7, inclusive, and no application will be accepted unless properly executed on the current blank and filed with the board at Washington prior to the hour of closing the office on the last business day of the stated period. For information in regard to this position outside of the District of Columbia, address the secretary of the civil-service district at the headquarters of the district in which employment is sought. (See sec. 36.)

**Sec. 269. Veterinarian**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 years or over for the Bureau of Animal Industry and the Quartermaster Corps, and 18 to 40 years for the Philippine Service.

*An applicant may become eligible for appointment in the Bureau of Animal Industry and the Quartermaster Corps as a result of one examination. An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service as a result of that examination. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for the other branches.*

Application forms, 2, including medical certificate, for the Philippine Service; 1312 for the Bureau of Animal Industry and the Quartermaster Corps. Applicants must be graduates of accredited veterinary colleges. Students, irrespective of their class, will not be admitted to examination for the Bureau of Animal Industry and the Quartermaster Corps. For the Philippine Service senior students will be admitted to examination, but their names will not be placed on the register of eligibles until proof of graduation has been furnished. (For further information concerning the Philippine Service see sec. 35.)

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, 10; VETERINARY ANATOMY AND PHYSIOLOGY, 20; VETERINARY PATHOLOGY AND MEAT INSPECTION, 30; THEORY AND PRACTICE OF VETERINARY MEDICINE, 30; TRAINING AND EXPERIENCE, 10. The second, third, and fourth subjects include general questions on anatomy and physiology, a consideration of the pathology of diseases in general, and such special pathology as is characteristic in the diseases common to food-producing animals. The symptoms, diagnosis, and treatment of diseases incident to domesticated animals will be considered.

Entrance salary in the Bureau of Animal Industry, \$1,400 a year; usual entrance

salary in the Quartermaster Corps, \$1,200 a year, and in the Philippine Service, \$1,600 a year. Field expenses are allowed veterinarians in the Philippine Service when absent on duty from their permanent station.

This examination will be given on March 11, 1914, only to applicants for the Bureau of Animal Industry and the Quartermaster Corps. (See secs. 1 and 2.) It is not probable that the examination for the Philippine Service will be held before the fall of 1914. Should an examination be held before that time it will be announced. An examination for the Bureau of Animal Industry and the Quartermaster Corps will also be held on February 4, 1914.

**Sec. 270. Veterinary inspector, Bureau of Animal Industry, Department of Agriculture.**—(See Veterinarian, sec. 269.)

**Sec. 271. Watchman.**—(See Subclerical examination, sec. 244.)

**Sec. 272. Wireman, Departmental Service.**—Age, 20 years or over; application form 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING** (third grade, see sec. 42), 10; **PRACTICAL QUESTIONS RELATIVE TO THE WIRING OF BUILDINGS, ETC.**, 65; **TRAINING AND EXPERIENCE**, 25

This examination will be held on April 15, 1914. (See secs. 1 and 2.)

## RATING OF EXAMINATION PAPERS.

**Sec. 273. Method of rating.**—The following method is observed by the commission in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed *until his papers have been rated and reviewed and his average percentage determined.* As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

In determining the rating due the competitor for his answers to the questions given to him in the examination room, the examiners must be guided solely by the work before them. Under the commission's system there is no possibility that the rating may be affected by other considerations.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made "special" or be rated in advance of others.

An average percentage of at least 70 is required for eligibility, except in the case of competitors in the stenographer and typewriter examination for the Philippine Service, in which examination 75 per cent is required, and in the case of applicants entitled to preference under section 1754, Revised Statutes (see sec. 286, this Manual); provided that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 in the technical subjects in addition to an eligible rating in the whole examination in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 in the technical subjects the remaining subjects will not be rated.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass. Letters of inquiry concerning the ratings should not be written unless competitors have reason to believe that the notices have miscarried in the mails.

**Sec. 274. Rules for rating.**—As soon as practicable after an examination the papers of the competitors will be rated and the average percentage of each ascertained.

All examination papers will be rated under the following rules:

Mark every correct answer.....	100	The difference between the
Mark every faulty answer according to its value on a scale of 100, as		sum of the error marks of
herein specifically directed, and deduct the sum of the error marks		each answer and 100 will be
of each answer from 100.		the mark of the answer.

#### SPELLING.

	From 100 deduct—
For each error in spelling when the exercise consists of 20 words.....	5
For each error in capitalization.....	1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	2

#### COPYING FROM PLAIN COPY.

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one-half of a printed line of the copy; that a deduction of 15 shall be made for more than half a line and not to exceed one line; and that a proportionate deduction shall be made for a greater number of printed lines: <i>And provided further</i> , That if the copying exercise shall consist of less than five printed lines the charge for the omission, repetition, or insertion of one or more printed lines shall be double the charges indicated; for failure to indent as in copy and for each error in paragraphing; for irregularity in left-hand margin; and for signing name or copying the instructions at the head of the exercise.....	5
For each misdivision of a word at the end of a line and for each omission or improper use of the hyphen in dividing a word at the end of a line; for each word altered, interlined, or canceled; for each blot, pen-rest, or minor erasure if not neat; and for each use of stenographer's period.....	1
For any deviations from copy not covered by the foregoing rules, the charges shall be made in the discretion of the examiners.	

#### COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.

	From 100 deduct—
For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 3 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words.....	3
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated, according to gravity of error).....	1 to 3
For writing part of the exercise and then commencing again; for signing name.....	5
For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indentation, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter.....	1
For paraphrasing the language of the text, according to gravity of error.....	5 to 100

#### PENMANSHIP.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 90; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

**LETTER WRITING.**

In marking the letter, its errors in form and address, in spelling, capitalisation, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme: Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

**REPORT WRITING.**

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

**ARITHMETIC.**

	From 100 deduct—
For each wrong process or for each omission of a step in a solution, according to gravity of error .....	10 to 65
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers .....	25
For error in computation or copying, or for superfluous work not canceled .....	10
For complex method, the correct result being produced .....	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact .....	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers .....	5
For omitting work in full, the correct answer being given, according to quantity of work required in solution .....	25 to 75
For omitting work in part, according to gravity of error .....	5 to 85
For giving proof instead of solution, according to gravity of error .....	10 to 75

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

**GEOGRAPHY.**

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, cities, rivers, or bodies of water, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

**GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.**

The geography will be rated as indicated above.

In rating civil government, each answer will be rated in the judgment of the examiners according to its value on a scale of 100.

**STENOGRAPHY.**

	From 100 deduct—
For each word omitted, added, substituted, or misspelled, or for the use of the singular instead of the plural, or of the plural instead of the singular, when the grammatical correctness is affected .....	3
For each transposition .....	2
For each gross error in capitalization or punctuation; for each error in division of words: abbreviation; or for the use of the plural for the singular, or of the singular for the plural, when the grammatical correctness is not affected .....	1
For interlineations, erasures, and lack of neatness .....	1 to 5
The exact rating of a competitor who attains less than 65 per cent in the subject of stenography will not be determined.	

In this examination speed in writing the stenographic notes is weighted equally with accuracy in transcribing them, and will be marked upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute.

**PRACTICAL TESTS OF TYPEWRITER EXAMINATION.**

Accuracy will be considered in marking all the practical tests of this examination, each being marked on a scale of 100. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

## 1. Copying and spacing (stenographer and typewriter).

For the omission of the general head, or of a single line.....	10	From 100 deduct—
For erroneously spacing or failing to space a word or a line of the general head, or a part or the whole of a minor head; for an error in left margin of left column or stub; for error of spacing between words of stub and first line of colons, and for each error in the placing of a whole column of figures; for the omission of leaders after stub; for the insertion of commas after the items of stub; for each case of erroneous spacing between lines (total charge not to exceed 25); for running into one line a minor head that should be written in two or more lines; for running over a line in the paragraph at the bottom (total charges not to exceed 15); for each word, minor head, figure, or number omitted, inserted, or substituted; for each misspelled word or erroneous number; for omitting or misplacing an apostrophe, or erroneously adding <i>th</i> to date; for the transposition of a single word, item, or line; for each use of — for ..... (total for use throughout exercise, 10); and for each preliminary text on machine.....	5	
For error in right and left position of general head as a whole; for wrong alignment of a minor head (total for the consequential misplacement of a whole line of minor heads, 5); for each error in the use of capitals (total for a whole word, 5), or of the dollar sign; for striking one figure over another so that the reading of the figure is doubtful (total charge for one number, 5); for each error in the use of punctuation marks or hyphens in heads or paragraphs; and for spacing a dashed line (total for the exercise, 5).....	8	
For an error in the relative right and left position of a line or heading, or in the indentation of the paragraphs (total charge for two or more independent errors in a heading, and for two or more consequential errors in indentation being 3); for each error in spacing between words and after punctuation marks, and for spacing between the figures of a number or the letters of a word; in numbers, for each use of <i>i</i> for <i>l</i> , for each comma or hyphen omitted, and for each decimal point used for a comma, or vice versa.....	2	
For each use in numbers of <i>I</i> for <i>l</i> , <i>l</i> for <i>I</i> , or <i>o</i> for <i>0</i> (charge for general use of either throughout exercise, 5); and for striking over except in cases covered above.....	1	
For irregularities in the margin of a column.....	2 to 5	
For erroneous length of the dashed lines; for errors in the colons; for erasures, and lack of neatness; and for each error not specified above.....	1 to 5	

## 2. Copying from rough draft (stenographer and typewriter).

For each error in orthography; for each word or figure inserted, substituted, transposed, repeated, or omitted (provided, that a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line, and that a proportionate deduction shall be made for the omission of a greater number of printed lines); for each abbreviation; for each failure to capitalize, punctuate, or paragraph according to copy; for failure to indent as in copy (only one charge to be made in the exercise); for each variation from copy in the use of parentheses or hyphen, and for gross irregularity in the right-hand margin.....	5	From 100 deduct—
For each irregularity in left-hand margin (total charges not to exceed 5); for each case of inconsistent spacing between words; for each interlineation (maximum for a single interlineation of five or more words, 5); for each misdivision of a word at the end of a line, and for each omission of a hyphen in dividing a word at the end of a line.....	1	
For each space in a word, or for crowding letters in a word.....	2	
For each case of inconsistent spacing between lines (total charges not to exceed 10).....	3	
For erasures, and for each error not specified above.....	1 to 5	

## 3. Copying from plain copy (stenographer and typewriter).

This exercise will consist of 450 words. In determining the accuracy the rating will be made in the discretion of the examiner on approximately 150 consecutive words from any part of the exercise, the same part being rated for all competitors in a given examination.

For writing one line over another.....	10	From 100 deduct—
For each error in orthography; for each word or figure omitted, <i>provided</i> that a deduction of 10 shall be made for the omission of two or more consecutive words if the words omitted do not constitute more than one printed line of the copy, and that a deduction of 20 shall be made for the omission of two printed lines, or more than one line, etc.; for each word added, substituted, or repeated; for each transposition; for each abbreviation not in copy; for each failure to capitalize or to punctuate as in copy; for each deviation from copy in paragraphing (maximum for the exercise, 10); for failure to indent as in copy (only one charge to be made in the exercise); for each error in compounding words, or vice versa.....	5	

	From 100 deduct—
For each case of inconsistent spacing between lines .....	3
For each space between the letters of a word; for crowding letters in a word; for lack of space between words; for striking a letter instead of space bar; for unfinished word due to coming to end of line when word is rewritten on next line; for striking letters in a line over band holding paper, thus making no impression on sheet, or for piling letters over each other at the end of a line when all the letters are decipherable, or for running off paper on right or left margin (maximum for the exercise, 10) .....	2
For each case of irregularity in left-hand margin, or of gross irregularity in right-hand margin (maximum for the exercise in each case, 5); for each strike over; for the misdivision of a word at end of line; for each omission of a hyphen, when needed, at end of line; for extra space between words (maximum for the exercise, 5); for each case of inconsistent spacing after punctuation marks; for each word interlined (maximum for a single interlineation of five or more words, 5); for each erasure (maximum for the exercise, 5) .....	1
For lack of neatness .....	1 to 5
For each error not specified above .....	1 to 5

#### 4. Time. (3 typewriting subjects.)

Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

Time consumed will be rated according to the following scale: If the competitor consumes only 30 minutes on the three typewriting subjects, he will be credited with 100. When the time consumed is more than 30 minutes and not more than 50 minutes, 1 will be deducted from 100 for every minute consumed more than 30 minutes. When the time consumed is more than 50 minutes and not more than 58 minutes, 2 will be deducted from 80 for every minute consumed more than 50 minutes. When the time consumed is more than 58 minutes and not more than 67 minutes, 3 will be deducted from 64 for every minute consumed more than 58 minutes. When the time consumed is more than 67 minutes and not more than 70 minutes, 4 will be deducted from 37 for each minute consumed more than 67 minutes. When the time consumed is more than 70 minutes, no credit will be given for time, and it will be impossible for the competitor to make an eligible average percentage on the typewriting subjects.



## ELIGIBILITY AND APPOINTMENT.

**Sec. 275. Period of eligibility.**<sup>1</sup>—The period of eligibility on all registers for original appointment is one year from the date of entering the name on the register (see next section), which entry is made as soon as practicable after the rating of the papers. The date of entry of a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination. The period of eligibility is never extended in individual cases, but extension always applies to the entire register.

Whenever a person whose name is on more than one register is appointed from one of such registers, his eligibility on all registers of the same or lower grade is canceled. He may, however, upon his written request at any time within the period for which eligibility would have run if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period, unless it is otherwise provided with reference to a particular examination.

An eligible may upon request in writing have his eligibility suspended for a stated period within the term of eligibility.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

**Sec. 276. Eligibility—Beginning and termination of, in cases of delayed entry on register.**—The provision of section 3 of Rule VI, "the term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register," is to be read with the provisions of the law and of the rules as to the qualifications of applicants and the essentials of eligibility; and it is therefore held that when the commission admits a person to examination subject to his subsequent compliance with the requirements essential to eligibility or subject to the removal of an existing disability, such person is admitted upon the following conditions: That after he is able to fully qualify, his eligibility is to be coincident and coextensive as to time with that of other eligibles from the same examination; that if he qualifies during the life of the register, he is to have eligibility for the balance of the life of the register and no longer; and that if he fails for any reason to fully qualify within the life of the register then he loses his right to any eligibility whatsoever and may become eligible only upon again entering an examination and duly qualifying.

**Sec. 277. Transfer of eligibility.**—No eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the service, the commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles. (For transfer of eligibility on stenographer and typewriter registers see sec. 233.)

**Sec. 277a. Relative standing on registers.**—Relative standing on any register is subject to constant change, and it frequently happens that an eligible who occupied a certain relative position on a register at a given date occupies a lower relative position on the register at a later date. Eligibles from new examinations are placed on the registers in order of average percentages. This sometimes causes the lowering of the standing of persons already on the registers. Eligibles sometimes request that

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<sup>1</sup> The period of eligibility on registers for the Philippine service is two years.

their names be withdrawn from the registers and later revoke such requests, in which case their names are restored in order of average percentages.

Changes in the relative positions of the different States also cause marked differences in the relative standing of the same person at different dates. These changes in the relative positions of the different States are caused by appointments being charged and separations being credited to their respective States, the relative positions of the States in order for appointment being determined by the number of appointments received by each State on the basis of population.

**Sec. 278. Certifications.**—Until requested to certify names for filling it, the commission has no information in regard to any vacancy which may exist in any branch of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register of eligibles the names of the *three* persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer, who is required to make selection. The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

The time of examination is not considered in making certifications, as the highest in average percentage on the register must be certified first, although they may not have been the first examined. As a result of one examination an eligible may be certified for appointment three times to each department or office if reached for such certifications during the period of eligibility. An eligible who has been certified three times to the same office or department may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

When the needs of the service require it certification may be made from a higher-grade register for filling a lower-grade position.

**Sec. 279. Method of certification for scientific or technical positions, those of stenographer and typewriter at more than \$900 a year, and other positions; Departmental Service.**—When requisition is received for certification from any register of a scientific or technical character, or for certification for filling a vacancy in the position of stenographer and typewriter at a salary of more than \$900, in the apportioned Departmental Service, the following method is pursued:

1. Certification is made of the highest eligibles of the sex called for from the entire group of States and Territories that have not received their full share of the total number of appointments actually made, until all the eligibles from such States and Territories with average percentages as much as 75 have been certified.

2. After all the eligibles described in (1) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

3. After all the eligibles described in (2) above have thus been certified, then certification is made, in the order of percentage, of the highest remaining eligibles from the entire group of States in arrears of their share who have percentages of as much as 73.

4. After all eligibles described in (3) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 73.

5. After all eligibles with averages of as much as 73 have thus been certified down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from

the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States have been certified, then certification is made from each other State in its order under the apportionment.

When requisition is received to fill a vacancy in any other position in the apportioned Departmental Service, the following method is pursued (see sec. 287):

1. Certification is made of the highest eligibles from one-half of the entire group of States and Territories that have not received their full share of the total number of appointments actually made (if the number of such States and Territories is uneven, the lesser number is taken) and this method is followed until all the eligibles from such States and Territories have been certified with average percentages of as much as 80.

2. After all the eligibles described in (1) above have thus been certified, then certification is made in the same manner from one-half of the remainder of such group of States and Territories.

3. After all the eligibles described in (2) above have thus been certified, then certification is made in the same manner from the remainder of such group of States and Territories.

4. After all the eligibles described in (3) above have thus been certified, then certification is made as described in (1) above, down to and including eligibles with percentages of as much as 75.

5. After all the eligibles described in (4) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 75.

6. After all the eligibles described in (5) above have thus been certified, then certification is made as described in (3) above, down to and including eligibles with percentages of as much as 75.

7. After all the eligibles described in (6) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with an average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

8. After all the eligibles described in (7) above have thus been certified, then certification is made of the highest remaining eligibles, from the entire group of States in arrears of their share, in the order of percentage, who have percentages of as much as 73.

9. After all the eligibles described in (8) above have thus been certified, then certification is made as described in (7) above, down to and including eligibles with percentages of as much as 73.

10. After all the eligibles have thus been certified with averages of as much as 73, down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States and Territories have been certified, then certification is made from each State and Territory in its order under the apportionment.

**Sec. 280. Certifications for the Railway Mail Service.**—The railway mail clerk register is kept by States, according to the legal residence of the eligibles, and when a vacancy occurs requisition is made for certification from the register of the State in which the vacancy exists. If there is no register in the State in which the vacancy exists, certification is made from an adjoining State having available eligibles.

An eligible on the railway mail clerk register is allowed to have his eligibility transferred from the register of one State to that of another only when he can show that he has been a bona fide resident of the State to which transfer of eligibility is desired for a period of at least six months next preceding the date of the request. If the examination taken by the eligible is of a lower grade than that held for

the State to which he desires his eligibility transferred his request can not be approved.

**Sec. 231. Certifications for the Indian Service and for some other services outside of the District of Columbia.**—For a vacancy in the Indian Service certification is made of the highest three eligibles on the proper register who indicate a willingness to accept appointment in the State where the vacancy exists. Competitors are given opportunity at the time of their examination to state the locality in which they are willing to accept employment. They may mention the States in which they wish to be employed or state that they are willing to accept employment anywhere in the United States.

This method is also followed in making certifications for the position of inspector's assistant in the Bureau of Animal Industry of the Department of Agriculture.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States is divided into four districts, the Mississippi River being the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California, the dividing line north and south. Mounted inspectors are certified by average percentage, regardless of residence.

**Sec. 232. Certification for the Isthmian Canal Service.**—As a result of examinations held after December 5, 1911, for positions on the Isthmus of Panama two lists of eligibles will be established, one containing the names of persons examined on the Isthmus, the other containing the names of those examined at other places. Those examined on the Isthmus will be preferred for appointments in the Isthmian Canal Service in the Canal Zone.

**Sec. 233. Certification for the Field Service.**—In filling vacancies in the Field Service the following procedure in making certifications will be followed:

For the Customs Service certification will be made of eligibles examined in the customs district in which the vacancy exists; except that when a customs district extends over parts of two or more civil-service districts certification will be made of eligibles examined in that part of the customs district which is in the civil-service district in which the vacancy exists.

For the Internal-Revenue Service certification will be made of those examined in the internal-revenue district in which the vacancy exists. This does not apply to the Tenth Civil-Service District. (See sec. 36.)

For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate maleclerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and carrier registers.

In filling vacancies in the position of forest clerk in the Forest Service and field clerk in the Reclamation Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services the regulations outlined in the foregoing paragraphs relative to methods of certification for various branches of the service will apply, so far as possible. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant. Each competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment. (For transfer of eligibility on stenographer and typewriter registers, see sec. 233.)

Certification for filling vacancies in the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

In filling vacancies in any position filled by educational examination not specifically provided for above, and positions in the Internal-Revenue Service in the Tenth Civil-Service District (see sec. 36), certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists.

In filling vacancies in noneducational positions for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment; that is, of those who live in the place or in the vicinity of the place of employment, and of those who do not live in the place or vicinity but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer when there is no local-board member) at the place at which employment is desired. An eligible who does not live in the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment.

In filling vacancies in noneducational positions for which applications are filed with local boards, certification will be made in accordance with the special regulations governing.

**Sec. 284. Probationary appointment.**—The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment, or the first year when so specified in the certificate of appointment, shall be a probationary period. If, and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond the probationary period confirms his absolute appointment.

**Sec. 285. Declination of appointment.**—An eligible who declines appointment will be dropped from the eligible register and his name will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment and unless assurance is given that he will accept the next appointment offered for service in the locality and at the entrance salary which he indicates his willingness to accept.

It is important that the commission be kept informed by eligibles on any of its registers of changes in their circumstances which would prevent the acceptance of appointment under the conditions as to salary and location specified as satisfactory at the time of examination in order that delay may be avoided in filling vacancies and to prevent certifications being charged against their names for positions which they might not be willing to accept. The commission should also be promptly notified of any and all changes of address. In case application has been filed with the district secretary (see sec. 36) notices of changes should be sent to him.

**Sec. 286. Preference in appointment.**—Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty* shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed preference by the commission has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (c)

having attained an average percentage of 65, his name is placed upon the register above, and is certified before, those of persons who have not been allowed preference; and (d) he is released from the law and rules relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will, of course, head the list.

Persons entitled to preference under this section are not released from any requirement as to physical condition or from any other requirement of the examination for which application is made, except those specifically mentioned in the preceding paragraph.

Preference under this section does not apply to promotion examinations or to examinations for the Philippine Service.

Previous employment in the Government service does not entitle an eligible to preference in appointment.

**Sec. 287. Apportionment.**—The civil-service law requires that, as nearly as the conditions of good administration will warrant, appointments to positions in the departments at Washington shall be apportioned among the several States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census.

Section 2 of civil-service Rule VII excepts the following positions from the requirement of apportionment: Plate printer, printer's assistant, skilled helper, and operative in the Bureau of Engraving and Printing; positions in the field service of the military staff departments and at Army headquarters, mail-bag and mail-lock repair shops, Government Printing Office, Pension Agency,<sup>1</sup> and local offices in the District of Columbia; apprentice, student, gardener, engraver, cabinetmaker, carpenter, electrician's helper, electric lineman, electric wireman, messenger boy, painter, plumber, and plumber's helper. Appointments to unclassified positions, such as those of mere laborers, and to positions excepted by law or Executive order from competitive examinations or the apportionment, are not apportioned among the States.

In order that appointments to positions in the departments at Washington may be apportioned, as nearly as the conditions of good administration warrant, among the States and Territories according to population, whenever an appointment is made, the State of which the appointee is a resident is charged with the appointment; and whenever a person becomes separated from the service the State to which his appointment stands charged is credited. For several reasons it is not possible to apportion the appointments equally among the States. For example, many of the appointments were made before the civil-service law became operative; also if a State which may be next entitled to an appointment does not furnish eligibles having the required qualifications, it is necessary to certify eligibles who reside in other States; and the reinstatement of a person who has been separated from the service without delinquency or misconduct must be charged to the State of which he is a resident. The commission is without authority to disapprove the reinstatement of a person on the ground of residence in a State which has received an excessive share of appointments. Again, the conditions of good administration frequently require that positions in the departments at Washington shall be filled by the transfer of persons holding similar classified positions in other parts of the country, and such transfers are required to be charged to the respective States and Territories in which the persons reside. In this way a number of States have received a larger proportionate share of appointments than others.

The following table shows the apportionment of appointments at Washington, D. C., from July 16, 1883, to January 1, 1914. The States and Territories are named

<sup>1</sup> Pension agencies have been abolished by law.

in relative order according to the number of appointments they have received in proportion to population under the census of 1910:

State or Territory.	Appointments.			Separa- tions.	Net appoint- ments charged.
	Through examina- tion.	Through reinstatement.	Through transfer, etc.		
1. Porto Rico.....	73	3	8	53	31
2. Alaska.....	3	1	1	3	2
3. Hawaii.....	24			13	11
4. Oklahoma.....	203	15	36	154	100
5. North Dakota.....	85	6	15	69	37
6. Louisiana.....	273	22	31	201	125
7. Texas.....	628	43	86	461	296
8. Arkansas.....	265	27	19	191	120
9. Washington.....	161	11	25	109	88
10. California.....	392	24	89	320	185
11. Alabama.....	361	43	34	270	168
12. Mississippi.....	315	15	27	206	151
13. Oregon.....	97	9	25	74	57
14. New Mexico.....	39	3	23	37	28
15. Montana.....	59	11	18	55	33
16. Florida.....	111	13	31	88	67
17. South Dakota.....	104	12	29	89	56
18. Utah.....	89	6	10	69	36
19. Missouri.....	683	56	97	515	321
20. Georgia.....	494	58	97	394	255
21. Illinois.....	1,071	109	192	816	556
22. Wisconsin.....	465	40	70	344	231
23. South Carolina.....	277	22	48	197	150
24. Minnesota.....	378	33	87	291	207
25. Michigan.....	563	49	87	414	286
26. Kentucky.....	422	37	81	306	234
27. Tennessee.....	404	54	90	324	224
28. Arizona.....	30	4	18	31	21
29. North Carolina.....	384	38	87	281	228
30. Idaho.....	47	5	14	32	34
31. Indiana.....	548	49	126	425	298
32. New Jersey.....	514	48	66	342	286
33. Iowa.....	510	58	104	416	256
34. Ohio.....	989	142	206	767	570
35. Maine.....	186	21	36	153	90
36. Colorado.....	167	16	48	134	97
37. Nevada.....	12	1	6	9	10
38. Nebraska.....	248	25	69	196	146
39. Pennsylvania.....	1,594	154	344	1,151	941
40. Connecticut.....	242	36	41	182	137
41. Kansas.....	329	39	98	258	208
42. New Hampshire.....	114	14	23	96	53
43. New York.....	2,101	220	426	1,618	1,129
44. West Virginia.....	190	31	77	138	100
45. Rhode Island.....	146	9	19	100	74
46. Wyoming.....	29	2	13	24	20
47. Massachusetts.....	1,019	63	138	736	484
48. Vermont.....	116	12	14	74	68
49. Virginia.....	629	106	178	482	431
50. Delaware.....	72	2	15	46	43
51. Maryland.....	679	106	183	500	467
52. District of Columbia.....	1,407	313	542	1,067	1,195
Total.....	20,341	2,285	4,247	15,323	11,500

**Sec. 288. Salary.**—Entrance to the service is usually at the lowest salary, the higher salaried positions being filled by promotion. As the prospects of promotion vary in different departments, and depend largely on the efficiency of the employee, the commission can furnish no specific information on the subject. Having in mind the fact that appointments are usually made at the lowest salary, and that the higher salaries are obtainable only by promotion, competitors should indicate in the personal-question sheet of their examinations the lowest salary they would be willing to accept in the event of appointment, as the commission may not certify an eligible for a vacancy paying a lower salary than he is willing to accept, as indicated in his examination papers. The lowest and highest entrance salaries paid in various positions are given in the table, section 289 of this Manual.

A competitor should therefore state on his personal-question sheet in his examination the lowest salary that he will accept, as he will not be allowed to make any change in the amount stated after his name is entered upon the eligible register, except for reasons satisfactory to the commission. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled, and the minimum salary stated does not affect certification to positions with higher salaries.

**Sec. 289. PROSPECTS OF APPOINTMENT.**—It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the commission has no knowledge of vacancies occurring in any department in advance of the receipt of requisitions for certification. Under the law nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. There are usually on the registers more eligibles having ordinary qualifications than are required for appointment. The commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules, which permit them to select for appointment any one of the three names certified, without regard to political or religious considerations.

Stenographers and typewriters who are competent and willing to accept the usual salaries offered (men \$840 or \$900, women \$720) have much greater prospects for appointment than applicants for other clerical positions. The supply of male eligibles willing to accept the usual entrance salary is not equal to the demand. An excellent opportunity is therefore open to competent stenographers and typewriters from States which have not received their full quota of appointments.

A person who resides in a State which has received its full quota of appointments has little or no prospect of obtaining an appointment in the departments at Washington as the result of an examination for bookkeeper, clerk, messenger, watchman, or skilled laborer. Positions in the Post-Office Service are filled as a result of examinations held especially for that service.

The States of Alabama, Arkansas, California, Florida, Louisiana, Mississippi, Missouri, Montana, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, and Washington, the Territories of Alaska and Hawaii, and the island of Porto Rico have received so much less than the number of appointments to which they are entitled under the apportionment law that eligibles from these States and Territories, with averages of 80 or above, under present conditions have excellent prospects of appointment to positions in the apportioned service, and the chances of those with averages of 75 to 80 are good.

The table on page 142 shows for certain examinations the number of persons examined, the number that passed, the number appointed, and the minimum and maximum salaries at which appointments were made during the year ended June 30, 1913.



Kind of examination.	Male.			Female.			Salaries at which appointed.	
	Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Aid:								
Coast and Geodetic Survey.....	56	19	12				\$900.00	\$900.00
Lighthouse Service.....	11	4	3				1,380.00	1,380.00
Apprentice:								
Fish culturist.....	20	3						
Plate cleaner, transferer, and engraver.....	4	4	1				\$1.60	\$1.60
Assistant engineer, Reclamation Service.....	34	30						
Assistant geologist.....	38	16	1				\$5.00	\$5.00
Assistant observer.....	86	39	19				\$720.00	720.00
Bookkeeper, Departmental Service.....	476	120	29				700.00	1,000.00
Cadet engineer.....	21	4	3				660.00	660.00
Cadet officer.....	5	4	3				600.00	720.00
Civil engineer and draftsman.....	11	7						
Civil engineer and superintendent of construction.....	10	6						
Civil engineer student.....	43	7	9				720.00	720.00
Clerk:								
Departmental Service.....	1,173	312	131	497	280	55	600.00	1,500.00
Isthmian Canal Service.....	195	100	41				1,200.00	1,800.00
Computer:								
Coast and Geodetic Survey.....	31	14	1				1,200.00	1,200.00
Nautical Almanac Office and Naval Observatory.....	24	11	2				1,000.00	1,000.00
Draftsman:								
Copyist ship.....	29	17						
Copyist topographic.....	240	43	23	40	9	8	600.00	1,260.00
Junior engineer.....	11	5	1				1,620.00	1,620.00
Mechanical, Isthmian Canal Service.....	39	11	6				1,350.00	1,800.00
Ship.....	40	12						
Topographic, Departmental Service.....	43	13	6	9			1,200.00	1,500.00
Topographic, Isthmian Canal Service.....	3	2	5				1,500.00	1,500.00
Electrotypist, molder.....	4	4	2				4.60	4.60
Elevator conductor.....	65	51	48				400.00	720.00
Engineer, Indian Service.....	42	23	4				720.00	720.00
Farmer.....	352	191	49				600.00	900.00
Fish culturist.....	50	21	23	1			\$600.00	600.00
Forest assistant, Forest Service.....	85	37	71				900.00	1,200.00
Geologic aid.....	117	59	14	2	1		782.50	1,252.00
Junior Chemist.....	39	16	6				\$1,020.00	1,080.00
Junior engineer:								
Bureau of Mines—								
Mining.....	7	3						
Engineer Department at Large—								
Civil.....	61	30						
Electrical.....	20	7	1				1,800.00	1,800.00
Mechanical.....	13	6						
Reclamation Service.....	28	18	19				1,080.00	1,380.00
Laboratory assistant, Bureau of Standards.....	45	23	7				900.00	1,260.00
Land law clerk.....	74	20	7	2			900.00	1,200.00
Library cataloguer.....	1			15	7	4	900.00	900.00
Local and assistant inspector of boilers.....	51	23	3				1,500.00	1,800.00
Local and assistant inspector of hulls.....	33	15	2				1,500.00	1,800.00
Matron, Indian Service.....				251	204	48	680.00	680.00
Pharmacist.....	7	2	4				700.00	700.00
Physician.....	172	134	46				1,200.00	1,800.00
Press feeder.....	18	15	3	26	23	18	480.00	720.00
Scientific assistant.....	494	202	43	51	28	11	900.00	1,800.00
Stenographer.....	748	114	30	167	44	3	1,000.00	1,200.00
Stenographer and typewriter.....	984	396	439	392	213	128	600.00	1,500.00
Stereotypist.....	15	14	1				4.60	
Subclerk, Departmental Service.....	788	642	422				360.00	900.00
Teacher, Indian Service.....	53	40	28	102	75	49	540.00	1,000.00
Telegraph operator.....	88	23	7	14	2	1	900.00	1,200.00
Trained nurse.....	19	17	10	120	118	57	600.00	1,080.00
Typewriter.....	941	666	291	277	180	41	540.00	1,320.00
Veterinarian.....	205	94	61				1,400.00	1,400.00
Wireman.....	58	18	1				840.00	840.00

<sup>1</sup> Examination not held in year ended June 30, 1913. Figures are for last examination.

<sup>2</sup> A day.

<sup>3</sup> Assistant observers are paid at the rate of \$720 a year during the probationary period, after which, if they are retained in the service the pay is increased to \$840 a year.

<sup>4</sup> An hour.

<sup>5</sup> See section 140.

<sup>6</sup> See section 165.

<sup>7</sup> All appointments made to positions in Geological Survey.

## SCHEDULE A.

### CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION UNDER RULE II, CLAUSE 3.

[The classified service does not include positions under the government of the District of Columbia, the Library of Congress, the legislative and judicial branches, the Consular and Diplomatic Services, or the Pan American Union.]

**Sec. 290.**—Below will be found a list of classified positions which are excepted from examination by the commission. For information in regard to appointment to any of the positions mentioned therein, application should be made to the head of the department or office in which such position is located.

No office or position is excepted unless it is specifically named herein. Not more than one position shall be treated as excepted under the title of any such position unless a different number be indicated.

#### I. THE ENTIRE CLASSIFIED SERVICE.

1. Two private secretaries or confidential clerks to the head of each of the executive departments and one to each assistant head and one to the Public Printer.
2. One private secretary or confidential clerk to each of the heads of bureaus, appointed by the President in the executive departments, if authorized by law.
3. All persons appointed by the President without confirmation by the Senate.
4. Attorneys, assistant attorneys, and special assistant attorneys.
5. Chinese and Japanese interpreters.
6. Any person receiving for his personal salary compensation aggregating not more than \$300 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and, in addition, when payment is not at a per annum rate, the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.<sup>1</sup>
7. Any person employed in a foreign country under the State Department, or temporarily employed in a confidential capacity in a foreign country under any department or office; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Labor.
8. Any position the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is enlisted for a term of years; also positions in the Revenue-Cutter Service, where the persons enlist for the season of navigation only.
9. All positions in Alaska which can not be filled from appropriate existing registers, except those in the Customs Service.
10. A person serving under temporary appointment continuously since May 29, 1899, may be permanently appointed, in the discretion of the appointing officer.
11. A person holding an excepted position, which he entered prior to November 2, 1894, and in which he has since served continuously, may, subject to the other conditions and provisions of these rules, be transferred to a competitive position.

<sup>1</sup> As amended Oct. 14, 1911.

12. Mechanics and skilled tradesmen or laborers,<sup>1</sup> employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver<sup>2</sup> of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

15. Positions of unusual character as to duties or compensation and for which qualified persons are so rare that in the judgment of the commission they can not in the interests of good civil-service administration be filled through competitive examination. Prior consent of the commission must be obtained for appointments under this clause.<sup>3</sup>

## II. STATE DEPARTMENT.<sup>4</sup>

1. Eight officers to aid in important drafting work.<sup>5</sup>
2. Assistant solicitors.<sup>6</sup>

## III. TREASURY DEPARTMENT.<sup>6</sup>

1. One confidential clerk, if authorized by the Secretary of the Treasury, to each of the following officers:

The collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as \$500,000.

The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.

3. In the New York customs district: Stitch counters.<sup>6</sup>

4. Storekeepers and gaugers<sup>7</sup> whose compensation does not exceed \$3 per diem when actually employed and whose aggregate compensation shall not exceed \$500 per annum.

This exception from the requirement of examination shall not apply to the fifth internal-revenue district of North Carolina.

5. One private secretary or confidential clerk to the superintendent in each mint and in the assay office at New York.<sup>8</sup>

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. Any person employed in the Public Health Service as quarantine attendant at a station at which, in the opinion of the commission, the establishment of registers is impracticable, and any person employed as quarantine attendant or acting assistant surgeon or sanitary inspector on a quarantine vessel or in a camp or station established for quarantine purposes during an epidemic of a contagious disease for temporary

<sup>1</sup> Skilled laborers. Unskilled laborers are not within the scope of the act and rules.

<sup>2</sup> This exception applies to chauffeurs as well as to drivers of carriages. (Minute of commission, Jan. 30, 1908.)

<sup>3</sup> As amended Aug. 26, 1912.

<sup>4</sup> See excepted positions in this department under heading "The Entire Classified Service."

<sup>5</sup> As amended Aug. 24, 1912.

<sup>6</sup> As amended June 12, 1911.

<sup>7</sup> Internal-Revenue Service.

<sup>8</sup> As amended Feb. 20, 1913.

duty in the United States or elsewhere in preventing the introduction or spread of contagious or infectious diseases.<sup>1</sup>

8. In the Alaska Customs Service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the Customs Service at the port of Chicago.

10. Mounted inspectors in the Customs Service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the leprosy investigation station, Molokai, Hawaii.

14. Informers and posse men, and special employees employed temporarily for detective work in the Internal-Revenue Service, under the appropriation for detecting and bringing to trial and punishment persons violating the Internal-Revenue laws.

15. Laborers at \$480 per annum in the Customs Service, district of Hawaii, who are to perform the duties of opener and packer.

#### IV. WAR DEPARTMENT.<sup>2</sup>

1. All cable engineers and cable electricians.

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of \$60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War, and a duplicate thereof to the Civil Service Commission.

3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; and all employees on transport ships other than clerks.

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.<sup>3</sup>

5. Consulting architect, for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All navigating positions on the torpedo and mine planters of the Quartermaster Corps.

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts when the positions are filled by retired noncommissioned officers or enlisted men.

<sup>1</sup>Subject to this exception at present are the following quarantine stations: Cape Charles, Columbia River, Fort Stanton, Gulf, Key West, Mobile, Mullet Key, Reedy Island, San Francisco, and South Atlantic.

<sup>2</sup>See excepted positions in this department under heading "The Entire Classified Service."

<sup>3</sup>Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

12. Mechanics and skilled tradesmen or laborers,<sup>1</sup> employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver<sup>2</sup> of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

15. Positions of unusual character as to duties or compensation and for which qualified persons are so rare that in the judgment of the commission they can not in the interests of good civil-service administration be filled through competitive examination. Prior consent of the commission must be obtained for appointments under this clause.<sup>3</sup>

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The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.

3. In the New York customs district: Stitch counters.<sup>6</sup>

4. Storekeepers and gaugers<sup>7</sup> whose compensation does not exceed \$3 per diem when actually employed and whose aggregate compensation shall not exceed \$500 per annum.

This exception from the requirement of examination shall not apply to the fifth internal-revenue district of North Carolina.

5. One private secretary or confidential clerk to the superintendent in each mint and in the assay office at New York.<sup>8</sup>

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. Any person employed in the Public Health Service as quarantine attendant at a station at which, in the opinion of the commission, the establishment of registers is impracticable, and any person employed as quarantine attendant or acting assistant surgeon or sanitary inspector on a quarantine vessel or in a camp or station established for quarantine purposes during an epidemic of a contagious disease for temporary

<sup>1</sup> Skilled laborers. Unskilled laborers are not within the scope of the act and rules.

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<sup>3</sup> As amended Aug. 26, 1912.

<sup>4</sup> See excepted positions in this department under heading "The Entire Classified Service."

<sup>5</sup> As amended Aug. 24, 1912.

<sup>6</sup> As amended June 12, 1911.

<sup>7</sup> Internal-Revenue Service.

<sup>8</sup> As amended Feb. 20, 1913.

duty in the United States or elsewhere in preventing the introduction or spread of contagious or infectious diseases.<sup>1</sup>

8. In the Alaska Customs Service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the Customs Service at the port of Chicago.

10. Mounted inspectors in the Customs Service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the leprosy investigation station, Molokai, Hawaii.

14. Informers and posse men, and special employees employed temporarily for detective work in the Internal-Revenue Service, under the appropriation for detecting and bringing to trial and punishment persons violating the Internal-Revenue laws.

15. Laborers at \$480 per annum in the Customs Service, district of Hawaii, who are to perform the duties of opener and packer.

#### IV. WAR DEPARTMENT.<sup>2</sup>

1. All cable engineers and cable electricians.

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of \$60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War, and a duplicate thereof to the Civil Service Commission.

3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; and all employees on transport ships other than clerks.

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.<sup>3</sup>

5. Consulting architect, for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All navigating positions on the torpedo and mine planters of the Quartermaster Corps.

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts when the positions are filled by retired noncommissioned officers or enlisted men.

<sup>1</sup>Subject to this exception at present are the following quarantine stations: Cape Charles, Columbia River, Fort Stanton, Gulf, Key West, Mobile, Mullet Key, Reedy Island, San Francisco, and South Atlantic.

<sup>2</sup>See excepted positions in this department under heading "The Entire Classified Service."

<sup>3</sup>Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

10. Civilian professors, instructors, and teachers in the United States Military Academy at West Point.

11. Superintendent of construction, Quartermaster Corps, Corregidor, Philippine Islands.

12. Contract surgeons.

13. Clerk qualified as translator of the English, Spanish, and Tagalog languages in the Bureau of Insular Affairs.

#### V. NAVY DEPARTMENT.<sup>1</sup>

1. Paymaster's clerks acting as principal clerks to general storekeepers at navy yards and naval stations.<sup>2</sup>

2. Civilian professors, instructors, and teachers in the United States Naval Academy at Annapolis.<sup>3</sup>

3. All positions in the Island of Guam and in the Island of Samoa.<sup>4</sup>

4. One clerk actually on duty with each assistant paymaster of the United States Marine Corps.<sup>4</sup>

5. Artisan and supervisory artisan positions at the naval stations at Cavite, Olongapo, and Guantanamo.<sup>5</sup>

#### VI. DEPARTMENT OF JUSTICE.<sup>1</sup>

1. Wardens, chaplains, and physicians in the United States penitentiaries or prisons.

2. One clerk to each United States district attorney.

3. Examiners.

4. Any person employed as field deputy in the office of a United States marshal or whose chief duties are to serve process.

5. All positions and employments deemed by the Attorney General to be legal or confidential in their character, and which relate to temporary service or which grow out of appropriation acts committing to the Attorney General the execution of some purpose of the law and the expenditure of the funds therefor, but not creating specific positions.

#### VII. POST OFFICE DEPARTMENT.<sup>1</sup>

1. The Assistant Attorney General for the Post Office Department.

2. One private secretary or confidential clerk to the Assistant Attorney General, and one to the purchasing agent of the Post Office Department.

3. All employees on star routes and in post offices of the third and fourth classes, other than postmasters of the fourth class, except those in Alaska, Guam, Hawaii, Porto Rico, and Samoa.<sup>6</sup>

4. One auditor at the post office in New York City.

5. Clerks in charge of contract stations, appropriated for as such and so reported.

#### VIII. DEPARTMENT OF THE INTERIOR.<sup>1</sup>

1. The superintendent of the Hot Springs Reservation.

2. Inspectors whose duties are of a confidential nature in the office of the Secretary of the Interior and who are appropriated for by the Congress.<sup>7</sup>

3. Inspectors of coal mines in the Territories.

4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.

<sup>1</sup> See excepted positions in this department under the heading "The Entire Classified Service."

<sup>2</sup> As amended Dec. 2, 1910.

<sup>3</sup> As amended Feb. 21, 1911.

<sup>4</sup> Amendment of Apr. 3, 1911.

<sup>5</sup> Amendment of Feb. 4, 1913.

<sup>6</sup> As amended Oct. 15, 1912.

<sup>7</sup> As amended Apr. 10, 1912.

5. Indians employed in the Indian Service at large, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.

6. Special commissioners to negotiate with Indians, as the necessity for their employment may arise.

7. One financial clerk at each Indian agency to act as agent during the absence or disability of the agent.

8. Physicians employed in the Indian Service and receiving not more than \$720 per annum salary, who may lawfully perform their official duties in connection with their private practice, such employment, however, to be subject to the approval of the commission.

9. All physicians employed as pension-examining surgeons, whether organized in boards or working individually under the direction of the Commissioner of Pensions. This paragraph shall not include medical examiners in the Pension Office.

10. Five special pension examiners to investigate fraudulent and other pension claims of a criminal nature.

11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

12. Consulting engineers of the Reclamation Service under the Geological Survey.

13. One confidential clerk and one record clerk to the Superintendent of the Government Hospital for the Insane.

14. One private secretary to the Director of the Geological Survey.

15. Superintendents of live stock, stockmen, stock detectives, and line riders in the Indian Service.

16. Special officers to assist in the suppression of the liquor traffic in the Indian Service.

17. Superintendent of Indian Insane Asylum, Canton, S. Dak.

18. Special agent for the Chippewa Indians of Lake Superior.

19. One Indian trade supervisor.

20. Superintendents or officers in charge of national parks or reservations.

21. Chief law officer in the Reclamation Service.

22. Scouts, buffalo keepers, assistant buffalo keepers, and park rangers in the national parks.

23. One histopathologist temporarily engaged in research work at the Government Hospital for the Insane.

24. One specialist in higher education in the Bureau of Education.

25. The assistant to the Secretary in the office of the Secretary of the Interior.<sup>1</sup>

26. All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.<sup>2</sup>

#### IX. DEPARTMENT OF AGRICULTURE.<sup>3</sup>

1. (a) Agents employed in field positions the work of which is financed jointly by the department and cooperating persons or organizations outside the Federal service.

(b) Local agents outside of Washington engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

<sup>1</sup> Amendment of Apr. 21, 1911.

<sup>2</sup> Amendment of Nov. 19, 1912. The Neopit lumbering project is a commercial enterprise conducted for the profit and sole benefit of the Menominee tribe of Indians and its operation is in competition with private enterprises of the same kind. It thus differs from any other enterprise conducted for the benefit of the Indians and it is believed that the work can be carried on more economically and therefore with more benefit to the Indians by excepting these employees from the operation of the civil-service rules.

<sup>3</sup> See excepted positions in this department under heading "The Entire Classified Service."



(c) Local agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies, hog cholera, and animal tuberculosis, and other contagious or infectious animal diseases.

(d) Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not, in the opinion of the commission, be filled by open competitive examination.

(e) Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.

(f) Student assistants whose salary shall not exceed a rate of \$300 a year each while employed.

Prior consent of the commission must be obtained for the appointment of agents under clause (d) above; and in making appointments under clauses (a), (b), (c), (e), and (f), a full report shall be submitted immediately by the department to the commission setting forth the name, designation, and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.<sup>1</sup>

2. One statistical agent in each State and Territory where authorized by law.

3. Guards and field assistants for reconnaissance parties employed temporarily during the season of danger from fires or when special work requires additions to the regular forest force. They shall serve only so long as absolutely required and in no case beyond the usual field season. So far as the commission may deem practicable such appointments shall be made from the registers of eligibles.

#### X. ISTHMIAN CANAL COMMISSION.<sup>2</sup>

1. All officers and employees in the service of the Isthmian Canal Commission upon the Isthmus of Panama, except those who are to perform the duties of clerk, bookkeeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more<sup>3</sup> than \$75 in gold per month may be made without examination under the civil-service rules. No person appointed to the service on the Isthmus of Panama otherwise than through competitive examination, or by transfer or promotion from a competitive position, shall be transferred to a competitive position, unless he was classified by the Executive order of November 15, 1904, in a position which was then and is at the time of the proposed transfer in the competitive service.

2. One inspecting engineer and inspectors in the purchasing department.

#### XI. DEPARTMENT OF COMMERCE.<sup>2</sup>

1. All persons temporarily connected with the field operations of the Bureau of Fisheries who are paid from lump appropriations for miscellaneous expense. No person employed in a position specifically provided for by statute at any station shall be regarded as excepted from examination hereunder.

<sup>1</sup> As amended Aug. 26, 1912.

<sup>2</sup> See excepted positions under heading "The Entire Classified Service."

<sup>3</sup> As amended July 17, 1906.

2. Shipping commissioners whose compensation for the fiscal year ending June 30, 1907, was, as shown by the records in the Department of Commerce and Labor, \$2,500 or over.<sup>1</sup>

3. Commercial agents to investigate trade conditions abroad and in the United States, including the insular possessions, with the object of promoting the foreign commerce of the United States.<sup>2</sup>

#### XII. INTERSTATE COMMERCE COMMISSION.<sup>3</sup>

1. Five experts to be members of an advisory board under the act of March 1, 1913, providing for the valuation of the property of carriers.

2. Five members of a board of engineers under said act.

3. One director under said act.

4. One supervisor of land appraisals under said act.

5. One chief accountant under said act.

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<sup>1</sup> This order applies to the ports of New York, San Francisco, Port Townsend, and Boston.

<sup>2</sup> Amendment of Sept. 4, 1911.

<sup>3</sup> Amendment of Apr. 23, 1913, and Oct. 29, 1913.

## SCHEDULE B.

### CLASSIFIED POSITIONS WHICH MAY BE FILLED UPON NONCOMPETITIVE EXAMINATION.

**Sec. 291.** The noncompetitive examinations authorized under Rule III, clause 2, shall consist of the same tests of fitness as those applied to other persons seeking appointment through competitive examination.

#### I. INTERIOR DEPARTMENT.

1. Superintendent, teacher, manual-training teacher, kindergartner, physician, matron, clerk, seamstress, farmer, and industrial teacher, in the Indian Service at large when filled by Indians.

2. Junior clerk, messenger, assistant messenger, and messenger boy, in the Office of Indian Affairs when filled by Indians.

3. Any competitive position at an Indian school when filled by the wife of a competitive employee at that school.

4. Miners, whether employed in rescue or first-aid work at rescue stations, on rescue cars, or at experimental mines, under the Bureau of Mines: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

#### II. INTERSTATE COMMERCE COMMISSION.

1. Not exceeding 20 special agents under the Division of Prosecutions and 10 inspectors under the Hours of Service Division, subject to such evidence of qualification as the Civil Service Commission may prescribe after consultation with the Interstate Commerce Commission: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

2. Five assistant engineers to be employed under the act of March 1, 1913, providing for the valuation of the property of carriers.<sup>1</sup>

By direction of the commission:

JOHN A. McILHENNY, *President*.

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<sup>1</sup> Amendment of Apr. 23, 1918, and Oct. 29, 1918.

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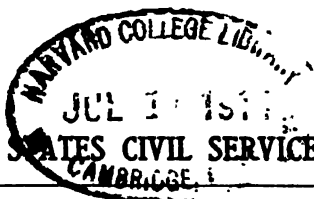




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July, 1914

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UNITED STATES CIVIL SERVICE COMMISSION

U. S. Government



# MANUAL OF EXAMINATIONS

FOR THE

FALL OF 1914

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[THE REPORTS OF THE COMMISSION, SHOWING ITS WORK AND CONTAINING  
THE CIVIL-SERVICE ACT, RULES, AND REGULATIONS, CAN BE  
CONSULTED AT THE PRINCIPAL PUBLIC LIBRARIES]



WASHINGTON  
GOVERNMENT PRINTING OFFICE

1914

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COMMISSIONERS:

JOHN A. BOLGER, JR.,  
PRESIDENT,  
CHARLES M. GALLOWAY,  
HERBON W. GRAVEN.

UNITED STATES CIVIL SERVICE COMMISSION,  
WASHINGTON, D. C.

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INTRODUCTORY.

The Manual of Examinations is issued semiannually in January and July. It contains the schedule of dates and places of the spring or the fall series of examinations, descriptions of the scheduled examinations and others which are held with more or less frequency, instructions relative to applications and conditions of employment, information concerning the rating of examination papers and the methods of certification of the names of eligibles when vacancies occur, and other information relating to matters connected with the Federal civil service which is considered of value to applicants for examination and the public generally.

The commission has aimed to include in the Manual all the instructions needed by intending applicants concerning the examinations covered by the Manual and the filing of applications. Before writing to the commission for information it should be determined that the inquiry is not fully answered in the Manual. The index should be consulted. The January edition of the Manual contains the schedule of spring examinations and the July edition the schedule of fall examinations. Requests for the next January edition should not be made before January 15, 1915.

Persons making requests for information in regard to examinations and for application blanks who do not specify the name of the examination desired will be furnished with this Manual, unless they have already been supplied. Upon receipt of the Manual they should notify the commission of the name of the examination desired, using for that purpose the form on page 6; the proper blank will then be sent provided the desired examination is pending. When the application has been executed and is ready for mailing the applicant should be careful to attach sufficient postage. Usually at least 4 cents is required. It is not necessary to inclose stamps for reply when writing to the commission or when forwarding an application.

SCOPE OF THE CIVIL-SERVICE LAW.

January 16, 1883, Congress passed what is known as the "civil-service law." This act established the United States Civil Service Commission, to be composed of three members, not more than two of whom shall be adherents of the same political party. The act itself is a mere outline of its purposes, but for its amplification it provides for rules to be promulgated by the President, such rules to be equally binding with the statute upon the heads of departments and offices, as well as upon the commission. The fundamental purpose of the law and rules is to establish, in the parts of the service within their provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political or religious considerations. To carry out this purpose a plan of competitive examinations is prescribed.

The term "classified service" indicates the parts of the service within the provisions of the civil-service law and rules requiring appointments therein to be made

upon examination and certification by the commission, unless especially excepted from competition; the term "unclassified service" indicates the parts of the service which are not within those provisions, and therefore in which appointments may be made without examination and certification by the commission.

The civil-service law and rules do not give to the commission any power of appointment and removal; that power is left where it was prior to such law, namely, in the President and the heads of departments. Upon requisition of an appointing officer the commission provides eligibles secured as the result of competitive examination; from the eligibles thus provided the appointing officer makes selection and appointment. When the commission certifies three eligibles for any particular position, the appointing officer has absolute discretion in making selection and appointment from such eligibles, except that the rules require that selection shall be made without regard to political or religious considerations. When certification is made the commission's duty ends so far as an appointment is concerned, except, of course, that it is charged with investigating and reporting any irregularity of appointment or removal.

A vacancy in the classified service may be filled either by original appointment upon examination and certification by the commission, as explained, or by transfer or promotion from certain other positions in the classified service, or by reinstatement.

### **EXTENT OF THE CLASSIFIED CIVIL SERVICE.**

"The classified civil service shall include all officers and employees in the executive civil service of the United States, heretofore or hereafter appointed or employed, in positions now existing or hereafter to be created, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers and persons whose appointments are subject to confirmation by the Senate." \* \* \* (Civil-service Rule II, clause 1.)

Included in the classified service are positions in or under the departments and offices at Washington, D. C., the Railway Mail Service, the Indian Service, the Steamboat-Inspection Service, the Immigration Service, the Public Health Service, the Lighthouse Service, the Life-Saving Service, the Mint and Assay Service, the Custodian Service, the Subtreasury Service, the Engineer Department at large, the Ordnance Department at large, the Quartermaster Corps, the Customs Service, the Post-Office Service, the Government Printing Office, the Internal-Revenue Service, the Rural Delivery Service, the Forest Service, the Reclamation Service, the Panama Canal Service, the Navy-Yard Service, the Government Hospital for the Insane, the National Military Park Service, and the position of fourth-class postmaster except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa.

Under civil-service Rule II, clause 3, certain positions in the classified service are excepted from examination. A list of these positions will be found in section 294.

All places in the classified service except those mentioned in the section referred to above, if not filled by reinstatement, transfer, or promotion, must be filled as the result of open competitive examination held under the provisions of the civil-service law.

Under the terms of the law positions outside the executive branch of the Government, positions to which appointment is made by the President and confirmed by the Senate, and positions of mere unskilled manual labor are not required to be classified.

The individual positions which are filled through competitive examinations now number about 300,000.

Positions in the Consular and Diplomatic Services, in the Congressional Library, under the Pan American Union, under the governments of Territories or the District of Columbia, or under State or municipal control are not filled as the result of examinations held by this commission.

## DEPARTMENTAL SERVICE AND FIELD SERVICE.

The term "Departmental Service," as used in this Manual refers to positions in the departments and general offices at Washington, D. C. The term "Field Service" refers to positions in all the branches outside of Washington, D. C., and to local branches in Washington, D. C. Local branches are such as the city post office, the customhouse, the navy yard, the Engineer Department at large, etc. Such branches in the District of Columbia, as elsewhere, are in the Field Service, while their respective departmental headquarters are in the Departmental Service.

Positions under the government of the District of Columbia are not a part of the Federal service.

## EXAMINATIONS AND APPOINTMENTS.

Under "Descriptions of examinations" in this Manual the titles are arranged alphabetically. Many examinations not described are announced from time to time as eligibles are needed. Information concerning such examinations is contained in section 44.

Examinations for the Departmental Service are held in every State and Territory. For the Field Service examinations usually are held at or near the places of employment. Examinations as a rule are not held for a particular department or office, but for the purpose of establishing registers from which appointments may be made to any department or office. From most examinations appointments may be made not only to a particular class of positions but to any position requiring the qualifications tested.

Appointments are made through examination and certification by the commission to all positions in the executive branch of the Federal service, both at Washington, D. C., and in the country at large, except those filled by presidential appointment, certain positions of an executive, confidential, or fiduciary character, which are expressly excepted from examination, and certain minor positions.

Appointments to Federal positions in Porto Rico, Hawaii, and the Canal Zone are made on the same basis as those in the States. So far as is practicable the same system is applied to Federal positions in Alaska.

With the exception of a very few Federal positions in the Philippines, appointments to Government positions in those islands are made in accordance with the Philippine civil-service act; but this commission holds such examinations as the Philippine civil-service board may request. Civil positions in the military division of the Philippines, and similar positions under the United States naval authorities in the Philippines, are not in the Philippine civil service, but are in the civil service of the United States. The positions referred to include those under the staff officers of the Philippines Division of the Army, and under the commandants of the United States naval stations at Cavite and Olongapo. The bureau of civil service at Manila is authorized to receive applications for admission to the Federal civil service in the Philippine Islands, to hold examinations, and to certify eligibles for appointment to Federal positions.

## CIVIL-SERVICE SCHOOLS AND INSTITUTES.

The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such schools. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the commission, and without cost. The commission is in no way responsible for any statement contained in the advertisements of schools.



## REQUEST FOR APPLICATION BLANK.

First determine that the desired examination is pending; consult the Manual; then fill out the form below, detach page, and mail to the commission. When mailing your request, attach proper postage to the envelope, but do not enclose stamps for reply.

Date.....191...

UNITED STATES CIVIL SERVICE COMMISSION,

*Washington, D. C.:*

Please mail to the address given below the proper application blank, in order that I may take the examination for the position of.....

..... at .....  
on ....., 191...

(Signature) .....

(Address) .....  
.....

## CHANGE OF ADDRESS.

Persons who have applied for examination or who have passed an examination for the Departmental or Panama Canal Service should keep the commission informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should relate only to the change in address and should always indicate the kind and date of the examination taken, the average attained, and, if educational, the place of examination.

Persons eligible for the Philippine Service should notify the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., of change of address, and not the commission.

Persons who have filed application for the Field Service should notify the district secretary of change of address. (See sec. 36.)

### REQUEST FOR CHANGE OF ADDRESS.

When communicating with the commission relative to change of address fill out the blanks below, tear out this page, and forward it to the commission.

....., 191..  
UNITED STATES CIVIL SERVICE COMMISSION,  
Washington, D. C.

Exact title of examination: <sup>1</sup> .....

.....  
.....

Bona fide residence of applicant: .....  
(State, not address.)

Average attained: .....

Date of examination: .....

City in which examined: .....

Please change the address on my application from .....

to .....

Signature: .....

<sup>1</sup> If you have more than one application on file, name each kind of examination for which an application has been filed.

### **SPECIAL NOTICE.**

---

Each applicant for an examination scheduled in sections 1 and 2 of this Manual to be held in the fall of 1914 will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. A card will be sent to the applicant on which to mount the photograph and to furnish necessary information in connection therewith. An applicant for an examination included in the fall series who fails to present a photograph to the examiner will not be admitted to the examination. Tintypes will not be accepted.

## PLACES AND DATES OF FALL EXAMINATIONS.

No request will be granted to take an examination at a place or on a date for which it is not scheduled. An applicant may take only one kind of examination at one time or place. An applicant for appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the State in which he resides and must show that he has been actually domiciled in such State for at least one year previous to the date of examination. Applications for examinations mentioned in section 1 must be filed with the commission at Washington, D. C.

All examinations begin at 9 a. m., local time. For location of the examination room, if outside of Washington, D. C., apply to the secretary of the board of examiners or to the postmaster in the city or town where the examination is to be held, not later than 8.30 a. m. on the date of the examination. Examinations in Washington, D. C., are held at No. 1724 F Street NW.

For information in regard to examinations to be held in the Canal Zone, persons residing on the Isthmus should make application to the secretary of the board of civil-service examiners, Culebra, Canal Zone.

Examinations for the positions of Assistant (see sec. 57), Teacher (see sec. 260), and Industrial teacher (see sec. 161) in the Philippine Service will be held beginning on August 27 at the places marked "(D)" in the schedule of examination places shown in section 2, but not on the date shown in the schedule.

**Sec. 1. List of fall examinations.**—The following-named examinations will be held in the fall of 1914 and may be taken at the places and on the dates shown in section 2, pages 11 to 23, inclusive. It will be noted that in the column at the left, opposite each title of examination in the list, the letter A, D, or E appears; also that the same letters appear in the list of places and dates of examinations in section 2. These letters are to guide the reader in determining the date on which a certain examination in the list will be held at a certain place. For instance, opposite "Agricultural inspector" is the letter E; reference to the list of places and dates in section 2 shows that "E" examinations will be held on October 14, at the places indicated. This system has been followed throughout the schedule.

(E) Agricultural inspector, Philippine Service; men only; application form, 2. (See sec. 46.)

(E) Aid, Bureau of Standards; application form, 1312. (See sec. 47.)

(D) Aid, Coast and Geodetic Survey; application form, 1312. (See sec. 48.)

(E) Aid, Lighthouse Service; application form, 1312. (See sec. 49.)

(E) Apprentice fish culturist, Bureau of Fisheries; application form, 1312. (See sec. 52.)

(D) Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing; application form, 304. (See sec. 54.)

(D) Assistant inspector of boilers, Steamboat-Inspection Service; application form, 1087. (See sec. 188.)

(D) Assistant inspector of hulls, Steamboat-Inspection Service; application form, 1087. (See sec. 189.)

(E) Assistant observer, Weather Bureau; men only; application form, 304. (See sec. 64.)

(E) Bookkeeper, Departmental Service; men only; application form, 304. (See sec. 68.)

(E) Cadet engineer, Lighthouse Service; application form, 1312. (See sec. 74.)

(E) Cadet officer, Lighthouse Service; application form, 1312. (See sec. 75.)

- (E) Civil engineer and draftsman, Departmental Service; application form, 1312. (See sec. 82.)
- (D) Clerk, Panama Canal Service; men only; application form, 1312. (See sec. 90.)
- (A) Clerk, stenographic, Departmental Service; application form, 304. (See sec. 91.) Residents of the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.
- (D) Computer, Coast and Geodetic Survey; men only; application form, 1312. (See sec. 94.)
- (E) Computer, Nautical Almanac Office and Naval Observatory; men only; application form, 1312. (See sec. 95.)
- (D) Computer and estimator, Supervising Architect's Office; application form, 1312. (See sec. 96.)
- (D) Draftsman, architectural, Supervising Architect's Office; application form, 1312. (See sec. 106.)
- (E) Draftsman, copyist ship, Navy Department; application form, 1312. (See sec. 108.)
- (D) Draftsman, copyist topographic, Departmental Service; application form, 1312. (See sec. 109.)
- (E) Draftsman, junior architectural, Supervising Architect's Office; application form, 1312. (See sec. 113.)
- (D) Draftsman, junior engineer, Engineer Department at large; application form, 1312. (See sec. 114.)
- (E) Draftsman, mechanical, Panama Canal Service; men only; application form, 1312. (See sec. 116.)
- (E) Draftsman, ship, Navy Department; application form, 1312. (See sec. 117.)
- (D) Draftsman, topographic, Departmental Service; application form, 1312. (See sec. 118.)
- (E) Draftsman, topographic, Panama Canal Service; men only; application form, 1312. (See sec. 119.)
- (E) Engineer, Indian Service; application form, 304. (See sec. 133.)
- (D) Engineer and draftsman, heating and ventilating, Supervising Architect's Office; application form, 1312. (See sec. 129.)
- (E) Engineer and draftsman, structural, Supervising Architect's Office; application form, 1312. (See sec. 130.)
- (E) Farmer, Indian Service; application form, 304. (See sec. 139.)
- (E) Fish culturist, Bureau of Fisheries; application form, 1312. (See sec. 143.)
- (D) Forest assistant, Philippine Service; men only; application form, 2. (See sec. 146.)
- (D) Junior chemist, Departmental Service; application form, 1312. (See sec. 167.)
- (E) Junior engineer (mining), Bureau of Mines; application form, 1312. (See sec. 169.)
- (E) Junior engineer (civil), Engineer Department at large; application form, 1312. (See sec. 170.)
- (E) Junior engineer (mechanical or electrical), Engineer Department at large; application form, 1312. (See sec. 171.)
- (D) Kindergarten teacher, Indian Service; application form, 1312. (See sec. 175.)
- (D) Laboratory apprentice, Bureau of Standards; application form, 1312. (See sec. 176.)
- (E) Laboratory assistant, Bureau of Standards; men only; application form, 1312. (See sec. 177.)
- (D) Library cataloguer, Departmental Service; application form, 1312. (See sec. 183.)
- (D) Local inspector of boilers, Steamboat-Inspection Service; application form, 1087. (See sec. 188.)
- (D) Local inspector of hulls, Steamboat-Inspection Service; application form, 1087. (See sec. 189.)

- (D) Matron, Indian Service; application form, 304. (See sec. 193.)
- (D) Pharmacist, Public Health Service; men only; application form, 1312. (See sec. 208.)
- (D) Physician, all services, except Philippine; men only; application form, 1312. (See sec. 210.)
- (D) Postal clerk, Panama Canal Service; men only; application form, 1312. (See sec. 212.)
- (D) Press feeder, Government Printing Office; application forms, 304 and 1145. (See sec. 217.)
- (D) Printer, Government Printing Office; application forms, 304 and 1745. (See sec. 219.)
- (E) Scientific assistant, Department of Agriculture; application form, 1312. (See sec. 230.)
- (A) Stenographer, Departmental Service; application form, 304. (See secs. 236 and 237.)
- (A) Stenographer and typewriter; application forms, 304 for the Departmental Service and 1312 for the Panama Canal Service. (See secs. 236, 241, and 243.)
- (E) Teacher, Indian Service; application form, 1312. (See sec. 258.)
- (D) Telegraph operator, Departmental Service; application forms, 304 and 1140. (See sec. 262.)
- (E) Trained nurse, Indian and Panama Canal Services; application form, 1312. (See sec. 265.)
- (A) Typewriter; applications forms, 304 for the Departmental Service and 1312 for the Panama Canal Service. (See secs. 236, 267, and 269.)
- (D) Veterinarian, Bureau of Animal Industry and Quartermaster Corps; application form, 1312. (See sec. 272.)

**Sec. 2. Schedule of places and dates.**—The examinations listed in section 1 may be taken at the places and on the dates specified in this section.

**Alabama:**

- (A) Anniston, September 14.
- (A) Birmingham, October 2.
- (D) Birmingham, September 9.
- (E) Birmingham, October 14.
- (A) Dothan, September 14.
- (D) Dothan, September 9.
- (E) Dothan, October 14.
- (A) Florence, September 14.
- (A) Gadsden, September 14.
- (A) Huntsville, September 14.
- (D) Huntsville, September 9.
- (E) Huntsville, October 14.
- (A) Mobile, October 12.
- (D) Mobile, September 9.
- (E) Mobile, October 14.
- (A) Montgomery, October 5.
- (D) Montgomery, September 9.
- (E) Montgomery, October 14.
- (A) Opelika, September 14.
- (D) Opelika, September 9.
- (E) Opelika, October 14.
- (A) Selma, September 14.
- (A) Tuscaloosa, September 14.

**Alaska:**

- (A) Juneau, September 9.
- (D) Juneau, September 9.
- (E) Juneau, October 14.

**Arizona:**

- (D) Clifton, September 9.
- (E) Clifton, October 14.
- (D) Douglas, September 9.
- (E) Douglas, October 14.
- (A) Flagstaff, September 14.
- (D) Flagstaff, September 9.
- (E) Flagstaff, October 14.
- (D) Globe, September 9.
- (E) Globe, October 14.
- (A) Phoenix, October 13.
- (D) Phoenix, September 9.
- (E) Phoenix, October 14.
- (D) Prescott, September 9.
- (E) Prescott, October 14.
- (A) Tucson, October 12.
- (D) Tucson, September 9.
- (E) Tucson, October 14.
- (D) Yuma, September 9.
- (E) Yuma, October 14.

## Arkansas:

- (D) Fayetteville, September 9.
- (E) Fayetteville, October 14.
- (A) Fort Smith, September 25.
- (D) Fort Smith, September 9.
- (E) Fort Smith, October 14.
- (D) Helena, September 9.
- (E) Helena, October 14.
- (A) Hot Springs, September 26.
- (A) Jonesboro, September 14.
- (D) Jonesboro, September 9.
- (E) Jonesboro, October 14.
- (A) Little Rock, September 28.
- (D) Little Rock, September 9.
- (E) Little Rock, October 14.
- (A) Texarkana, September 14.
- (D) Texarkana, September 9.
- (E) Texarkana, October 14.

## California:

- (D) Eureka, September 9.
- (E) Eureka, October 14.
- (A) Fresno, October 19.
- (D) Fresno, September 9.
- (E) Fresno, October 14.
- (A) Los Angeles, October 17.
- (D) Los Angeles, September 9.
- (E) Los Angeles, October 14.
- (D) Marysville, September 9.
- (E) Marysville, October 14.
- (A) Red Bluff, September 14.
- (D) Red Bluff, September 9.
- (E) Red Bluff, October 14.
- (A) Sacramento, September 14.
- (D) Sacramento, September 9.
- (E) Sacramento, October 14.
- (A) San Bernardino, September 14.
- (D) San Bernardino, September 9.
- (E) San Bernardino, October 14.
- (A) San Diego, September 14.
- (D) San Diego, September 9.
- (E) San Diego, October 14.
- (A) San Francisco, October 27.
- (D) San Francisco, September 9.
- (E) San Francisco, October 14.
- (A) San Jose, September 14.
- (D) San Jose, September 9.
- (E) San Jose, October 14.
- (A) San Luis Obispo, September 14.
- (D) San Luis Obispo, September 9.
- (E) San Luis Obispo, October 14.
- (A) Santa Barbara, September 14.

## Colorado:

- (A) Colorado Springs, September 29.
- (D) Colorado Springs, September 9.

## Colorado—Continued.

- (E) Colorado Springs, October 14.
- (A) Denver, October 1.
- (D) Denver, September 9.
- (E) Denver, October 14.
- (A) Durango, September 14.
- (D) Durango, September 9.
- (E) Durango, October 14.
- (D) Fort Collins, September 9.
- (E) Fort Collins, October 14.
- (D) Fort Morgan, September 9.
- (E) Fort Morgan, October 14.
- (A) Grand Junction, September 21.
- (D) Grand Junction, September 9.
- (E) Grand Junction, October 14.
- (A) Greeley, September 14.
- (D) La Junta, September 9.
- (E) La Junta, October 14.
- (D) Leadville, September 9.
- (E) Leadville, October 14.
- (D) Monte Vista, September 9.
- (E) Monte Vista, October 14.
- (A) Montrose, September 22.
- (D) Montrose, September 9.
- (E) Montrose, October 14.
- (A) Pueblo, September 28.
- (D) Pueblo, September 9.
- (E) Pueblo, October 14.
- (A) Trinidad, October 5.
- (D) Trinidad, September 9.
- (E) Trinidad, October 14.

## Connecticut:

- (A) Bridgeport, October 7.
- (A) Hartford, October 10.
- (D) Hartford, September 9.
- (E) Hartford, October 14.
- (D) Middletown, September 9.
- (E) Middletown, October 14.
- (A) New Haven, September 14.
- (D) New Haven, September 9.
- (E) New Haven, October 14.
- (A) New London, October 6.
- (A) Waterbury, October 8.

## Delaware:

- (A) Wilmington, September 12.
- (D) Wilmington, September 9.
- (E) Wilmington, October 14.

## District of Columbia:

- (A) Washington, October 27.
- Washington, typewriter *only*,  
November 2.
- (D) Washington, September 9.
- (E) Washington, October 14.

## Florida:

- (A) Apalachicola, September 14.
- (A) Gainesville, October 17.
- (D) Gainesville, September 9.
- (E) Gainesville, October 14.
- (A) Jacksonville, October 23.
- (D) Jacksonville, September 9.
- (E) Jacksonville, October 14.
- (A) Key West, October 21.
- (D) Key West, September 9.
- (E) Key West, October 14.
- (A) Miami, October 19.
- (D) Miami, September 9.
- (E) Miami, October 14.
- (A) Ocala, September 14.
- (A) Orlando, September 14.
- (A) Pensacola, October 14.
- (D) Pensacola, September 9.
- (E) Pensacola, October 14.
- (A) St. Augustine, September 14.
- (A) Tallahassee, October 15.
- (A) Tampa, September 14.
- (D) Tampa, September 9.
- (E) Tampa, October 14.

## Georgia:

- (A) Albany, September 14.
- (A) Athens, September 14.
- (D) Athens, September 9.
- (E) Athens, October 14.
- (A) Atlanta, October 27.
- (D) Atlanta, September 9.
- (E) Atlanta, October 14.
- (A) Augusta, September 15.
- (D) Augusta, September 9.
- (E) Augusta, October 14.
- (A) Brunswick, September 14.
- (A) Columbus, September 14.
- (A) Dublin, September 14.
- (A) Macon, October 27.
- (D) Macon, September 9.
- (E) Macon, October 14.
- (A) Rome, September 25.
- (A) Savannah, October 26.
- (D) Savannah, September 9.
- (E) Savannah, October 14.
- (A) Thomasville, September 14.
- (D) Thomasville, September 9.
- (E) Thomasville, October 14.
- (A) Valdosta, September 14.
- (A) Waycross, September 14.

## Hawaii:

- (A) Honolulu, October 7.
- (D) Honolulu, September 9.
- (E) Honolulu, October 14.

## Idaho:

- (A) Boise, October 16.
- (D) Boise, September 9.
- (E) Boise, October 14.
- (A) Coeur d'Alene, September 16.
- (D) Coeur d'Alene, September 9.
- (E) Coeur d'Alene, October 14.
- (D) Grangeville, September 9.
- (E) Grangeville, October 14.
- (A) Lewiston, September 14.
- (D) Moscow, September 9.
- (E) Moscow, October 14.
- (A) Pocatello, October 10.
- (D) Pocatello, September 9.
- (E) Pocatello, October 14.
- (D) Sandpoint, September 9.
- (E) Sandpoint, October 14.
- (D) St. Anthony, September 9.
- (E) St. Anthony, October 14.
- (A) Twin Falls, October 15.
- (D) Twin Falls, September 9.
- (E) Twin Falls, October 14.
- (D) Weiser, September 9.
- (E) Weiser, October 14.

## Illinois:

- (A) Cairo, September 30.
- (D) Cairo, September 9.
- (E) Cairo, October 14.
- (D) Champaign, September 9.
- (E) Champaign, October 14.
- (A) Chicago, October 27.
- (D) Chicago, September 9.
- (E) Chicago, October 14.
- (A) Decatur, October 3.
- (A) East St. Louis, September 14.
- (D) East St. Louis, September 9.
- (E) East St. Louis, October 14.
- (D) Freeport, September 9.
- (E) Freeport, October 14.
- (A) Galesburg, October 20.
- (A) Peoria, October 19.
- (D) Peoria, September 9.
- (E) Peoria, October 14.
- (A) Quincy, October 2.
- (D) Quincy, September 9.
- (E) Quincy, October 14.
- (A) Rockford, October 23.
- (A) Rock Island, October 21.
- (A) Springfield, October 3.
- (D) Springfield, September 9.
- (E) Springfield, October 14.

## Indiana:

- (A) Bloomington, September 14.
- (D) Bloomington, September 9.



## Indiana—Continued.

- (E) Bloomington, October 14.
- (A) Evansville, October 5.
- (D) Evansville, September 9.
- (E) Evansville, October 14.
- (A) Fort Wayne, September 14.
- (D) Fort Wayne, September 9.
- (E) Fort Wayne, October 14.
- (A) Indianapolis, October 16.
- (D) Indianapolis, September 9.
- (E) Indianapolis, October 14.
- (A) Jeffersonville, October 10.
- (D) Jeffersonville, September 9.
- (E) Jeffersonville, October 14.
- (A) Lafayette, October 14.
- (D) Lafayette, September 9.
- (E) Lafayette, October 14.
- (A) Marion, October 13.
- (D) Marion, September 9.
- (E) Marion, October 14.
- (A) Richmond, October 12.
- (D) Richmond, September 9.
- (E) Richmond, October 14.
- (A) South Bend, September 15.
- (D) South Bend, September 9.
- (E) South Bend, October 14.
- (A) Terre Haute, October 15.
- (D) Terre Haute, September 9.
- (E) Terre Haute, October 14.
- (A) Valparaiso, September 14.
- (D) Valparaiso, September 9.
- (E) Valparaiso, October 14.

## Iowa:

- (A) Ames, November 2.
- (D) Ames, September 9.
- (E) Ames, October 14.
- (A) Burlington, November 4.
- (D) Burlington, September 9.
- (E) Burlington, October 14.
- (A) Cedar Rapids, November 6.
- (D) Cedar Rapids, September 9.
- (E) Cedar Rapids, October 14.
- (A) Council Bluffs, October 28.
- (D) Council Bluffs, September 9.
- (E) Council Bluffs, October 14.
- (D) Creston, September 9.
- (E) Creston, October 14.
- (A) Davenport, November 5.
- (D) Davenport, September 9.
- (E) Davenport, October 14.
- (D) Denison, September 9.
- (E) Denison, October 14.
- (A) Des Moines, November 2.
- (D) Des Moines, September 9.

## Iowa—Continued.

- (E) Des Moines, October 14.
- (A) Dubuque, November 7.
- (D) Dubuque, September 9.
- (E) Dubuque, October 14.
- (A) Fort Dodge, October 30.
- (D) Fort Dodge, September 9.
- (E) Fort Dodge, October 14.
- (A) Iowa City, November 3.
- (D) Iowa City, September 9.
- (E) Iowa City, October 14.
- (A) Keokuk, November 4.
- (A) Marshalltown, November 2.
- (A) Mason City, November 7.
- (D) Mason City, September 9.
- (E) Mason City, October 14.
- (A) Oskaloosa, November 3.
- (A) Ottumwa, November 3.
- (D) Ottumwa, September 9.
- (E) Ottumwa, October 14.
- (A) Shenandoah, October 30.
- (A) Sioux City, October 19.
- (D) Sioux City, September 9.
- (E) Sioux City, October 14.
- (D) Spencer, September 9.
- (E) Spencer, October 14.
- (A) Waterloo, November 7.
- (D) Waterloo, September 9.
- (E) Waterloo, October 14.

## Kansas:

- (A) Concordia, September 14.
- (D) Concordia, September 9.
- (E) Concordia, October 14.
- (D) Dodge City, September 9.
- (E) Dodge City, October 14.
- (A) Emporia, September 14.
- (D) Emporia, September 9.
- (E) Emporia, October 14.
- (D) Fort Scott, September 9.
- (E) Fort Scott, October 14.
- (A) Hutchinson, September 22.
- (A) Kansas City, September 17.
- (D) Kansas City, September 9.
- (E) Kansas City, October 14.
- (A) Lawrence, September 14.
- (D) Lawrence, September 9.
- (E) Lawrence, October 14.
- (A) Leavenworth, September 14.
- (D) Leavenworth, September 9.
- (E) Leavenworth, October 14.
- (D) Manhattan, September 9.
- (E) Manhattan, October 14.
- (A) Pittsburg, September 15.
- (D) Pittsburg, September 9.

## Kansas—Continued.

- (E) Pittsburg, October 14.
- (A) Salina, September 21.
- (D) Salina, September 9.
- (E) Salina, October 14.
- (A) Topeka, September 19.
- (D) Topeka, September 9.
- (E) Topeka, October 14.
- (A) Wichita, September 22.
- (D) Wichita, September 9.
- (E) Wichita, October 14.

## Kentucky:

- (A) Ashland, October 1.
- (D) Ashland, September 9.
- (E) Ashland, October 14.
- (A) Bowling Green, October 8.
- (D) Bowling Green, September 9.
- (E) Bowling Green, October 14.
- (A) Covington, October 23.
- (D) Covington, September 9.
- (E) Covington, October 14.
- (A) Lexington, October 21.
- (D) Lexington, September 9.
- (E) Lexington, October 14.
- (A) Louisville, October 9.
- (D) Louisville, September 9.
- (E) Louisville, October 14.
- (A) Middlesboro, October 19.
- (A) Owensboro, September 14.
- (D) Owensboro, September 9.
- (E) Owensboro, October 14.
- (A) Paducah, October 7.
- (D) Paducah, September 9.
- (E) Paducah, October 14.

## Louisiana:

- (A) Alexandria, September 16.
- (D) Alexandria, September 9.
- (E) Alexandria, October 14.
- (A) Baton Rouge, September 14.
- (D) Baton Rouge, September 9.
- (E) Baton Rouge, October 14.
- (A) Lake Charles, October 10.
- (D) Lake Charles, September 9.
- (E) Lake Charles, October 14.
- (A) Monroe, September 14.
- (D) Monroe, September 9.
- (E) Monroe, October 14.
- (A) New Iberia, September 14.
- (A) New Orleans, October 27.
- (D) New Orleans, September 9.
- (E) New Orleans, October 14.
- (A) Shreveport, September 18.
- (D) Shreveport, September 9.
- (E) Shreveport, October 14.

## Maine:

- (A) Augusta, September 14.
- (A) Bangor, September 17.
- (D) Bangor, September 9.
- (E) Bangor, October 14.
- (A) Bath, September 14.
- (D) Bath, September 9.
- (E) Bath, October 14.
- (A) Calais, September 14.
- (D) Calais, September 9.
- (E) Calais, October 14.
- (A) Houlton, September 14.
- (D) Houlton, September 9.
- (E) Houlton, October 14.
- (A) Lewiston, September 14.
- (D) Lewiston, September 9.
- (E) Lewiston, October 14.
- (A) Portland, September 14.
- (D) Portland, September 9.
- (E) Portland, October 14.
- (A) Waterville, September 16.

## Maryland:

- (A) Baltimore, October 27.
- (D) Baltimore, September 9.
- (E) Baltimore, October 14.
- (A) Cumberland, September 26.
- (D) Cumberland, September 9.
- (E) Cumberland, October 14.
- (A) Frederick, September 14.
- (A) Hagerstown, September 14.
- (A) Salisbury, September 14.
- (D) Salisbury, September 9.
- (E) Salisbury, October 14.

## Massachusetts:

- (A) Boston, October 27.
- (D) Boston, September 9.
- (E) Boston, October 14.
- (A) Brockton, October 15.
- (D) Brockton, September 9.
- (E) Brockton, October 14.
- (A) Fall River, October 16.
- (D) Fall River, September 9.
- (E) Fall River, October 14.
- (D) Fitchburg, September 9.
- (E) Fitchburg, October 14.
- (A) Gloucester, October 14.
- (A) Haverhill, October 13.
- (A) Lawrence, September 14.
- (D) Lawrence, September 9.
- (E) Lawrence, October 14.
- (A) Lowell, September 14.
- (D) Lowell, September 9.
- (E) Lowell, October 14.
- (A) New Bedford, October 17.

## Massachusetts—Continued.

- (A) North Adams, September 24.
- (A) Pittsfield, September 14.
- (D) Pittsfield, September 9.
- (E) Pittsfield, October 14.
- (A) Salem, September 14.
- (D) Salem, September 9.
- (E) Salem, October 14.
- (A) Springfield, September 26.
- (D) Springfield, September 9.
- (E) Springfield, October 14.
- (A) Worcester, September 14.
- (D) Worcester, September 9.
- (E) Worcester, October 14.

## Michigan:

- (D) Ann Arbor, September 9.
- (E) Ann Arbor, October 14.
- (A) Calumet, October 3.
- (A) Detroit, September 25.
- (D) Detroit, September 9.
- (E) Detroit, October 14.
- (A) Grand Rapids, September 19.
- (D) Grand Rapids, September 9.
- (E) Grand Rapids, October 14.
- (A) Jackson, September 24.
- (A) Kalamazoo, September 22.
- (D) Lansing, September 9.
- (E) Lansing, October 14.
- (A) Manistee, September 16.
- (D) Manistee, September 9.
- (E) Manistee, October 14.
- (A) Marquette, October 2.
- (D) Marquette, September 9.
- (E) Marquette, October 14.
- (A) Port Huron, September 28.
- (A) Saginaw, September 29.
- (D) Saginaw, September 9.
- (E) Saginaw, October 14.
- (A) Sault Ste. Marie, October 1.
- (D) Sault Ste. Marie, September 9.
- (E) Sault Ste. Marie, October 14.
- (A) Traverse City, September 15.
- (D) Traverse City, September 9.
- (E) Traverse City, October 14.

## Minnesota:

- (A) Albert Lea, October 13.
- (A) Austin, October 13.
- (D) Austin, September 9.
- (E) Austin, October 14.
- (A) Bemidji, September 23.
- (D) Bemidji, September 9.
- (E) Bemidji, October 14.
- (A) Brainerd, September 25.

## Minnesota—Continued.

- (D) Brainerd, September 9.
- (E) Brainerd, October 14.
- (A) Crookston, September 22.
- (D) Crookston, September 9.
- (E) Crookston, October 14.
- (A) Duluth, September 14.
- (D) Duluth, September 9.
- (E) Duluth, October 14.
- (A) Fergus Falls, September 29.
- (D) Fergus Falls, September 9.
- (E) Fergus Falls, October 14.
- (A) International Falls, September 21.
- (D) International Falls, September 9.
- (E) International Falls, October 14.
- (A) Little Falls, September 25.
- (A) Mankato, October 12.
- (D) Mankato, September 9.
- (E) Mankato, October 14.
- (A) Minneapolis, September 14.
- (D) Minneapolis, September 9.
- (E) Minneapolis, October 14.
- (D) Pipestone, September 9.
- (E) Pipestone, October 14.
- (A) St. Cloud, September 26.
- (D) St. Cloud, September 9.
- (E) St. Cloud, October 14.
- (A) St. Paul, October 27.
- (D) St. Paul, September 9.
- (E) St. Paul, October 14.
- (A) Virginia, September 19.
- (D) Virginia, September 9.
- (E) Virginia, October 14.
- (A) Willmar, October 1.
- (D) Willmar, September 9.
- (E) Willmar, October 14.
- (A) Winona, October 14.
- (D) Winona, September 9.
- (E) Winona, October 14.

## Mississippi:

- (A) Brookhaven, October 8.
- (A) Columbus, September 14.
- (A) Greenville, September 14.
- (D) Greenville, September 9.
- (E) Greenville, October 14.
- (A) Greenwood, September 14.
- (D) Grenada, September 9.
- (E) Grenada, October 14.
- (A) Gulfport, October 10.
- (A) Hattiesburg, October 9.
- (D) Hattiesburg, September 9.
- (E) Hattiesburg, October 14.
- (A) Holly Springs, September 14.

## Mississippi—Continued.

- (D) Holly Springs, September 9.
- (E) Holly Springs, October 14.
- (A) Jackson, October 7.
- (D) Jackson, September 9.
- (E) Jackson, October 14.
- (A) Laurel, September 14.
- (A) Meridian, October 6.
- (D) Meridian, September 9.
- (E) Meridian, October 14.
- (A) Natchez, September 14.
- (A) Tupelo, October 1.
- (A) Vicksburg, September 14.
- (D) Vicksburg, September 9.
- (E) Vicksburg, October 14.
- (D) West Point, September 9.
- (E) West Point, October 14.

## Missouri:

- (D) Cape Girardeau, September 9.
- (E) Cape Girardeau, October 14.
- (A) Columbia, September 14.
- (D) Columbia, September 9.
- (E) Columbia, October 14.
- (A) Jefferson City, September 14.
- (D) Jefferson City, September 9.
- (E) Jefferson City, October 14.
- (A) Joplin, September 15.
- (A) Kansas City, September 16.
- (D) Kansas City, September 9.
- (E) Kansas City, October 14.
- (D) Kirksville, September 9.
- (E) Kirksville, October 14.
- (D) Moberly, September 9.
- (E) Moberly, October 14.
- (A) Poplar Bluff, September 29.
- (D) Poplar Bluff, September 9.
- (E) Poplar Bluff, October 14.
- (A) St. Joseph, September 18.
- (D) St. Joseph, September 9.
- (E) St. Joseph, October 14.
- (A) St. Louis, October 27.
- (D) St. Louis, September 9.
- (E) St. Louis, October 14.
- (A) Springfield, September 14.
- (D) Springfield, September 9.
- (E) Springfield, October 14.
- (D) Warrensburg, September 9.
- (E) Warrensburg, October 14.

## Montana:

- (A) Billings, September 28.
- (D) Billings, September 9.
- (E) Billings, October 14.
- (A) Bozeman, September 21.

## Montana—Continued.

- (D) Bozeman, September 9.
- (E) Bozeman, October 14.
- (A) Butte, September 22.
- (D) Butte, September 9.
- (E) Butte, October 14.
- (A) Glasgow, September 14.
- (D) Glasgow, September 9.
- (E) Glasgow, October 14.
- (A) Glendive, September 14.
- (A) Great Falls, September 27.
- (D) Great Falls, September 9.
- (E) Great Falls, October 14.
- (A) Helena, September 23.
- (D) Helena, September 9.
- (E) Helena, October 14.
- (A) Kalispel, September 14.
- (D) Kalispel, September 9.
- (E) Kalispel, October 14.
- (A) Lewistown, September 26.
- (A) Miles City, September 14.
- (D) Miles City, September 9.
- (E) Miles City, October 14.
- (A) Missoula, September 18.
- (D) Missoula, September 9.
- (E) Missoula, October 14.

## Nebraska:

- (A) Alliance, October 26.
- (D) Alliance, September 9.
- (E) Alliance, October 14.
- (A) Beatrice, October 29.
- (D) Beatrice, September 9.
- (E) Beatrice, October 14.
- (A) Broken Bow, October 24.
- (D) Broken Bow, September 9.
- (E) Broken Bow, October 14.
- (D) Chadron, September 9.
- (E) Chadron, October 14.
- (D) Columbus, September 9.
- (E) Columbus, October 14.
- (A) Fremont, October 22.
- (A) Grand Island, October 23.
- (D) Grand Island, September 9.
- (E) Grand Island, October 14.
- (A) Holdrege, October 27.
- (D) Holdrege, September 9.
- (E) Holdrege, October 14.
- (A) Lincoln, October 28.
- (D) Lincoln, September 9.
- (E) Lincoln, October 14.
- (A) McCook, October 27.
- (D) McCook, September 9.
- (E) McCook, October 14.

## Nebraska—Continued.

- (D) Nebraska City, September 9.
- (E) Nebraska City, October 14.
- (A) Norfolk, October 21.
- (D) Norfolk, September 9.
- (E) Norfolk, October 14.
- (A) North Platte, October 26.
- (D) North Platte, September 9.
- (E) North Platte, October 14.
- (A) Omaha, October 29.
- (D) Omaha, September 9.
- (E) Omaha, October 14.
- (D) O'Neill, September 9.
- (E) O'Neill, October 14.

## Nevada:

- (A) Carson City, September 14.
- (D) Carson City, September 9.
- (E) Carson City, October 14.
- (A) Elko, September 14.
- (D) Elko, September 9.
- (E) Elko, October 14.
- (A) Ely, September 14.
- (D) Ely, September 9.
- (E) Ely, October 14.
- (D) Goldfield, September 9.
- (E) Goldfield, October 14.
- (A) Reno, September 15.
- (D) Reno, September 9.
- (E) Reno, October 14.

## New Hampshire:

- (A) Berlin, September 19.
- (A) Concord, September 14.
- (D) Concord, September 9.
- (E) Concord, October 14.
- (D) Hanover, September 9.
- (E) Hanover, October 14.
- (D) Keene, September 9.
- (E) Keene, October 14.
- (A) Manchester, September 14.
- (D) Manchester, September 9.
- (E) Manchester, October 14.
- (A) Portsmouth, September 23.
- (D) Portsmouth, September 9.
- (E) Portsmouth, October 14.

## New Jersey:

- (A) Atlantic City, October 8.
- (A) Camden, October 9.
- (A) Newark, September 21.
- (D) Newark, September 9.
- (E) Newark, October 14.
- (A) Trenton, October 5.
- (D) Trenton, September 9.
- (E) Trenton, October 14.

## New Mexico:

- (A) Albuquerque, October 7.
- (D) Albuquerque, September 9.
- (E) Albuquerque, October 14.
- (D) East Las Vegas, September 9.
- (E) East Las Vegas, October 14.
- (A) Las Cruces, October 8.
- (D) Las Cruces, September 9.
- (E) Las Cruces, October 14.
- (D) Raton, September 9.
- (E) Raton, October 14.
- (A) Roswell, September 14.
- (D) Roswell, September 9.
- (E) Roswell, October 14.
- (A) Santa Fe, October 6.
- (D) Santa Fe, September 9.
- (E) Santa Fe, October 14.
- (A) Tucumcari, September 14.
- (D) Tucumcari, September 9.
- (E) Tucumcari, October 14.

## New York:

- (A) Binghamton, October 1.
- (D) Binghamton, September 9.
- (E) Binghamton, October 14.
- (A) Buffalo, September 23.
- (D) Buffalo, September 9.
- (E) Buffalo, October 14.
- (A) Elmira, September 30.
- (D) Elmira, September 9.
- (E) Elmira, October 14.
- (D) Ithaca, September 9.
- (E) Ithaca, October 14.
- (A) Jamestown, September 23.
- (D) Jamestown, September 9.
- (E) Jamestown, October 14.
- (A) Malone, September 16.
- (A) New York, October 27.
- New York, typewriter *only*,  
November 2.
- (D) New York, September 9.
- (E) New York, October 14.
- (A) Ogdensburg, September 15.
- (D) Ogdensburg, September 9.
- (E) Ogdensburg, October 14.
- (A) Olean, September 29.
- (A) Oneida, September 14.
- (A) Plattsburg, September 17.
- (D) Plattsburg, September 9.
- (E) Plattsburg, October 14.
- (A) Poughkeepsie, September 19.
- (D) Poughkeepsie, September 9.
- (E) Poughkeepsie, October 14.
- (A) Rochester, September 25.
- (D) Rochester, September 9.
- (E) Rochester, October 14.

## New York—Continued.

- (A) Syracuse, September 24.
- (D) Syracuse, September 9.
- (E) Syracuse, October 14.
- (A) Troy, September 18.
- (D) Troy, September 9.
- (E) Troy, October 14.
- (A) Utica, September 23.
- (D) Utica, September 9.
- (E) Utica, October 14.
- (A) Watertown, September 14.

## North Carolina:

- (A) Asheville, September 14.
- (D) Asheville, September 9.
- (E) Asheville, October 14.
- (A) Charlotte, September 14.
- (D) Charlotte, September 9.
- (E) Charlotte, October 14.
- (D) Durham, September 9.
- (E) Durham, October 14.
- (A) Elizabeth City, September 14.
- (A) Goldsboro, September 14.
- (D) Goldsboro, September 9.
- (E) Goldsboro, October 14.
- (A) Greensboro, September 14.
- (D) Greensboro, September 9.
- (E) Greensboro, October 14.
- (A) Newbern, September 14.
- (A) Raleigh, September 11.
- (D) Raleigh, September 9.
- (E) Raleigh, October 14.
- (A) Salisbury, September 14.
- (D) Salisbury, September 9.
- (E) Salisbury, October 14.
- (A) Statesville, September 16.
- (A) Washington, September 14.
- (D) Washington, September 9.
- (E) Washington, October 14.
- (A) Wilmington, September 14.
- (D) Wilmington, September 9.
- (E) Wilmington, October 14.
- (A) Winston-Salem, September 17.

## North Dakota:

- (A) Bismarck, September 14.
- (D) Bismarck, September 9.
- (E) Bismarck, October 14.
- (D) Devils Lake, September 9.
- (E) Devils Lake, October 14.
- (A) Dickinson, September 14.
- (D) Dickinson, September 9.
- (E) Dickinson, October 14.
- (A) Fargo, September 14.
- (D) Fargo, September 9.
- (E) Fargo, October 14.

## North Dakota—Continued.

- (A) Grand Forks, September 14.
- (D) Grand Forks, September 9.
- (E) Grand Forks, October 14.
- (A) Minot, September 14.
- (D) Minot, September 9.
- (E) Minot, October 14.
- (D) Valley City, September 9.
- (E) Valley City, October 14.
- (A) Williston, September 14.
- (D) Williston, September 9.
- (E) Williston, October 14.

## Ohio:

- (A) Akron, September 24.
- (A) Athens, September 29.
- (A) Canton, September 24.
- (D) Canton, September 9.
- (E) Canton, October 14.
- (A) Chillicothe, September 14.
- (D) Chillicothe, September 9.
- (E) Chillicothe, October 14.
- (A) Cincinnati, October 27.
- (D) Cincinnati, September 9.
- (E) Cincinnati, October 14.
- (A) Cleveland, September 22.
- (D) Cleveland, September 9.
- (E) Cleveland, October 14.
- (A) Columbus, September 28.
- (D) Columbus, September 9.
- (E) Columbus, October 14.
- (A) Dayton, September 19.
- (D) Dayton, September 9.
- (E) Dayton, October 14.
- (A) Ironton, October 1.
- (D) Ironton, September 9.
- (E) Ironton, October 14.
- (A) Lima, September 18.
- (D) Lima, September 9.
- (E) Lima, October 14.
- (A) Mansfield, September 21.
- (D) Mansfield, September 9.
- (E) Mansfield, October 14.
- (A) Marietta, September 14.
- (D) Marietta, September 9.
- (E) Marietta, October 14.
- (A) Portsmouth, October 2.
- (D) Portsmouth, September 9.
- (E) Portsmouth, October 14.
- (A) Sandusky, September 21.
- (D) Sandusky, September 9.
- (E) Sandusky, October 14.
- (A) Steubenville, September 14.
- (D) Steubenville, September 9.
- (E) Steubenville, October 14.

## Ohio—Continued.

- (A) Toledo, September 17.
- (D) Toledo, September 9.
- (E) Toledo, October 14.
- (A) Youngstown, September 14.
- (D) Youngstown, September 9.
- (E) Youngstown, October 14.
- (A) Zanesville, September 26.
- (D) Zanesville, September 9.
- (E) Zanesville, October 14.

## Oklahoma:

- (D) Altus, September 9.
- (E) Altus, October 14.
- (D) Ardmore, September 9.
- (E) Ardmore, October 14.
- (A) Enid, September 14.
- (D) Enid, September 9.
- (E) Enid, October 14.
- (A) Guthrie, September 14.
- (D) Guthrie, September 9.
- (E) Guthrie, October 14.
- (D) Lawton, September 9.
- (E) Lawton, October 14.
- (A) McAlester, September 14.
- (D) McAlester, September 9.
- (E) McAlester, October 14.
- (A) Muskogee, September 24.
- (D) Muskogee, September 9.
- (E) Muskogee, October 14.
- (A) Oklahoma, September 23.
- (D) Oklahoma, September 9.
- (E) Oklahoma, October 14.
- (D) Vinita, September 9.
- (E) Vinita, October 14.
- (D) Woodward, September 9.
- (E) Woodward, October 14.

## Oregon:

- (A) Astoria, September 14.
- (D) Astoria, September 9.
- (E) Astoria, October 14.
- (D) Baker City, September 9.
- (E) Baker City, October 14.
- (A) Corvallis, September 14.
- (D) Corvallis, September 9.
- (E) Corvallis, October 14.
- (A) Eugene, September 14.
- (D) Eugene, September 9.
- (E) Eugene, October 14.
- (A) Grants Pass, September 14.
- (D) Grants Pass, September 9.
- (E) Grants Pass, October 14.
- (A) Klamath Falls, September 14.
- (D) Klamath Falls, September 9.
- (E) Klamath Falls, October 14.
- (D) Marshfield, September 9.

## Oregon—Continued.

- (E) Marshfield, October 14.
- (A) Pendleton, October 17.
- (D) Pendleton, September 9.
- (E) Pendleton, October 14.
- (A) Portland, October 24.
- (D) Portland, September 9.
- (E) Portland, October 14.
- (D) The Dalles, September 9.
- (E) The Dalles, October 14.

## Pennsylvania:

- (A) Allentown, October 1.
- (A) Altoona, September 17.
- (D) Altoona, September 9.
- (E) Altoona, October 14.
- (A) Erie, September 22.
- (A) Harrisburg, September 15.
- (D) Harrisburg, September 9.
- (E) Harrisburg, October 14.
- (A) Lancaster, September 14.
- (A) Oil City, September 23.
- (A) Philadelphia, October 27.
- (D) Philadelphia, September 9.
- (E) Philadelphia, October 14.
- (A) Pittsburgh, September 18.
- (D) Pittsburgh, September 9.
- (E) Pittsburgh, October 14.
- (A) Reading, October 2.
- (A) Scranton, September 30.
- (D) South Bethlehem, September 9.
- (E) South Bethlehem, October 14.
- (D) State College, September 9.
- (E) State College, October 14.
- (A) Sunbury, September 26.
- (A) Towanda, September 14.
- (A) Uniontown, September 14.
- (A) Warren, September 24.
- (D) Warren, September 9.
- (E) Warren, October 14.
- (A) Wilkes-Barre, September 28.
- (D) Wilkes-Barre, September 9.
- (E) Wilkes-Barre, October 14.
- (A) Williamsport, September 25.
- (D) Williamsport, September 9.
- (E) Williamsport, October 14.

## Porto Rico:

- (A) Ponce, October 3.
- (A) San Juan, October 10.
- (D) San Juan, September 9.
- (E) San Juan, October 14.

## Rhode Island:

- (A) Newport, October 3.
- (A) Providence, October 5.
- (D) Providence, September 9.
- (E) Providence, October 14.

## South Carolina:

- (A) Anderson, September 14.
- (A) Charleston, September 16.
- (D) Charleston, September 9.
- (E) Charleston, October 14.
- (A) Chester, September 14.
- (D) Chester, September 9.
- (E) Chester, October 14.
- (A) Columbia, September 18.
- (D) Columbia, September 9.
- (E) Columbia, October 14.
- (A) Florence, September 14.
- (D) Florence, September 9.
- (E) Florence, October 14.
- (A) Georgetown, September 14.
- (A) Greenville, September 19.
- (D) Greenville, September 9.
- (E) Greenville, October 14.
- (A) Greenwood, September 14.
- (D) Greenwood, September 9.
- (E) Greenwood, October 14.
- (A) Newberry, September 14.
- (A) Orangeburg, September 14.
- (D) Orangeburg, September 9.
- (E) Orangeburg, October 14.
- (A) Spartanburg, September 14.
- (A) Sumter, September 14.
- (D) Sumter, September 9.
- (E) Sumter, October 14.

## South Dakota:

- (A) Aberdeen, October 6.
- (D) Aberdeen, September 9.
- (E) Aberdeen, October 14.
- (A) Brookings, October 8.
- (D) Brookings, September 9.
- (E) Brookings, October 14.
- (A) Deadwood, October 8.
- (D) Deadwood, September 9.
- (E) Deadwood, October 14.
- (A) Hot Springs, October 8.
- (A) Huron, October 6.
- (D) Huron, September 9.
- (E) Huron, October 14.
- (A) Lemmon, October 5.
- (D) Lemmon, September 9.
- (E) Lemmon, October 14.
- (A) Mitchell, October 7.
- (D) Mitchell, September 9.
- (E) Mitchell, October 14.
- (A) Pierre, October 7.
- (D) Pierre, September 9.
- (E) Pierre, October 14.
- (A) Rapid City, October 8.
- (D) Rapid City, September 9.

## South Dakota—Continued.

- (E) Rapid City, October 14.
- (A) Sioux Falls, October 17.
- (D) Sioux Falls, September 9.
- (E) Sioux Falls, October 14.
- (A) Watertown, October 7.
- (D) Watertown, September 9.
- (E) Watertown, October 14.

## Tennessee:

- (A) Bristol, September 22.
- (D) Bristol, September 9.
- (E) Bristol, October 14.
- (A) Chattanooga, September 14.
- (D) Chattanooga, September 9.
- (E) Chattanooga, October 14.
- (A) Clarksville, September 14.
- (A) Columbia, September 14.
- (A) Dyersburg, September 14.
- (A) Jackson, September 29.
- (D) Jackson, September 9.
- (E) Jackson, October 14.
- (A) Johnson City, September 14.
- (A) Knoxville, September 23.
- (D) Knoxville, September 9.
- (E) Knoxville, October 14.
- (A) Memphis, September 30.
- (D) Memphis, September 9.
- (E) Memphis, October 14.
- (A) Murfreesboro, September 14.
- (A) Nashville, September 26.
- (D) Nashville, September 9.
- (E) Nashville, October 14.
- (A) Union City, September 14.

## Texas:

- (A) Amarillo, October 1.
- (D) Amarillo, September 9.
- (E) Amarillo, October 14.
- (A) Austin, September 23.
- (D) Austin, September 9.
- (E) Austin, October 14.
- (A) Beaumont, September 14.
- (A) Brownsville, September 14.
- (D) Brownsville, September 9.
- (E) Brownsville, October 14.
- (A) Corpus Christi, September 14.
- (A) Corsicana, September 14.
- (A) Dallas, September 25.
- (D) Dallas, September 9.
- (E) Dallas, October 14.
- (A) Denison, September 14.
- (A) Eagle Pass, September 14.
- (A) El Paso, October 3.
- (D) El Paso, September 9.
- (E) El Paso, October 14.



## Texas—Continued.

- (A) Fort Worth, September 14.
- (A) Galveston, September 14.
- (A) Greenville, September 26.
- (A) Houston, October 9.
- (D) Houston, September 9.
- (E) Houston, October 14.
- (A) Laredo, October 7.
- (A) Lubbock, September 14.
- (D) Lubbock, September 9.
- (E) Lubbock, October 14.
- (A) Marshall, September 14.
- (A) Pecos, September 14.
- (D) Pecos, September 9.
- (E) Pecos, October 14.
- (A) San Angelo, September 14.
- (D) San Angelo, September 9.
- (E) San Angelo, October 14.
- (A) San Antonio, October 5.
- (D) San Antonio, September 9.
- (E) San Antonio, October 14.
- (A) Texarkana, September 14.
- (D) Texarkana, September 9.
- (E) Texarkana, October 14.
- (A) Tyler, September 21.
- (A) Waco, September 14.
- (D) Waco, September 9.
- (E) Waco, October 14.
- (A) Wichita Falls, September 29.
- (D) Wichita Falls, September 9.
- (E) Wichita Falls, October 14.

## Utah:

- (A) Logan, September 14.
- (D) Logan, September 9.
- (E) Logan, October 14.
- (A) Ogden, September 17.
- (A) Provo, September 14.
- (D) Provo, September 9.
- (E) Provo, October 14.
- (A) Salt Lake City, September 18.
- (D) Salt Lake City, September 9.
- (E) Salt Lake City, October 14.

## Vermont:

- (A) Bellows Falls, September 14.
- (A) Burlington, September 22.
- (D) Burlington, September 9.
- (E) Burlington, October 14.
- (A) Montpelier, September 14.
- (D) Montpelier, September 9.
- (E) Montpelier, October 14.
- (A) Rutland, September 23.
- (D) Rutland, September 9.
- (E) Rutland, October 14.
- (A) St. Johnsbury, September 14.
- (D) St. Johnsbury, September 9.
- (E) St. Johnsbury, October 14.

## Virginia:

- (A) Abingdon, September 14.
- (D) Abingdon, September 9.
- (E) Abingdon, October 14.
- (A) Alexandria, October 27.
- (D) Alexandria, September 9.
- (E) Alexandria, October 14.
- (A) Charlottesville, September 21.
- (D) Charlottesville, September 9.
- (E) Charlottesville, October 14.
- (A) Clifton Forge, September 14.
- (D) Clifton Forge, September 9.
- (E) Clifton Forge, October 14.
- (A) Harrisonburg, September 14.
- (A) Lynchburg, September 19.
- (D) Lynchburg, September 9.
- (E) Lynchburg, October 14.
- (A) Newport News, September 14.
- (A) Norfolk, September 14.
- (D) Norfolk, September 9.
- (E) Norfolk, October 14.
- (A) Richmond, September 14.
- (D) Richmond, September 9.
- (E) Richmond, October 14.
- (A) Roanoke, September 18.
- (D) Roanoke, September 9.
- (E) Roanoke, October 14.
- (D) Staunton, September 9.
- (E) Staunton, October 14.
- (D) Winchester, September 9.
- (E) Winchester, October 14.

## Washington:

- (D) Aberdeen, September 9.
- (E) Aberdeen, October 14.
- (A) Bellingham, September 14.
- (D) Bellingham, September 9.
- (E) Bellingham, October 14.
- (D) Centralia, September 9.
- (E) Centralia, October 14.
- (A) North Yakima, September 14.
- (D) North Yakima, September 9.
- (E) North Yakima, October 14.
- (D) Pasco, September 9.
- (E) Pasco, October 14.
- (D) Port Townsend, September 9.
- (E) Port Townsend, October 14.
- (D) Pullman, September 9.
- (E) Pullman, October 14.
- (D) Raymond, September 9.
- (E) Raymond, October 14.
- (A) Seattle, October 27.
- (D) Seattle, September 9.
- (E) Seattle, October 14.
- (A) Spokane, September 15.

## Washington—Continued.

- (D) Spokane, September 9.
- (E) Spokane, October 14.
- (A) Tacoma, September 14.
- (D) Tacoma, September 9.
- (E) Tacoma, October 14.
- (D) Vancouver, September 9.
- (E) Vancouver, October 14.
- (A) Walla Walla, October 19.
- (D) Walla Walla, September 9.
- (E) Walla Walla, October 14.
- (D) Wenatchee, September 9.
- (E) Wenatchee, October 14.

## West Virginia:

- (A) Bluefield, September 14.
- (D) Bluefield, September 9.
- (E) Bluefield, October 14.
- (A) Charleston, September 22.
- (D) Charleston, September 9.
- (E) Charleston, October 14.
- (A) Clarksburg, September 14.
- (D) Elkins, September 9.
- (E) Elkins, October 14.
- (A) Fairmont, September 14.
- (D) Fairmont, September 9.
- (E) Fairmont, October 14.
- (A) Grafton, September 14.
- (A) Hinton, September 14.
- (D) Hinton, September 9.
- (E) Hinton, October 14.
- (A) Huntington, September 14.
- (D) Huntington, September 9.
- (E) Huntington, October 14.
- (A) Martinsburg, September 14.
- (D) Martinsburg, September 9.
- (E) Martinsburg, October 14.
- (A) Parkersburg, September 23.
- (D) Parkersburg, September 9.
- (E) Parkersburg, October 14.
- (A) Wheeling, September 25.
- (D) Wheeling, September 9.
- (E) Wheeling, October 14.

## Wisconsin:

- (D) Appleton, September 9.
- (E) Appleton, October 14.

## Wisconsin—Continued.

- (D) Ashland, September 9.
- (E) Ashland, October 14.
- (A) Chippewa Falls, October 6.
- (D) Chippewa Falls, September 9.
- (E) Chippewa Falls, October 14.
- (A) Green Bay, October 10.
- (A) La Crosse, October 8.
- (D) La Crosse, September 9.
- (E) La Crosse, October 14.
- (A) Madison, October 14.
- (D) Madison, September 9.
- (E) Madison, October 14.
- (D) Marinette, September 9.
- (E) Marinette, October 14.
- (A) Milwaukee, October 13.
- (D) Milwaukee, September 9.
- (E) Milwaukee, October 14.
- (A) Oshkosh, October 12.
- (A) Superior, October 5.
- (D) Superior, September 9.
- (E) Superior, October 14.
- (A) Wausau, October 9.
- (D) Wausau, September 9.
- (E) Wausau, October 14.

## Wyoming:

- (D) Casper, September 9.
- (E) Casper, October 14.
- (A) Cheyenne, October 5.
- (D) Cheyenne, September 9.
- (E) Cheyenne, October 14.
- (D) Cody, September 9.
- (E) Cody, October 14.
- (A) Evanston, September 14.
- (D) Evanston, September 9.
- (E) Evanston, October 14.
- (D) Laramie, September 9.
- (E) Laramie, October 14.
- (A) Rawlins, October 7.
- (D) Rawlins, September 9.
- (E) Rawlins, October 14.
- (D) Rock Springs, September 9.
- (E) Rock Springs, October 14.
- (A) Sheridan, September 14.
- (D) Sheridan, September 9.
- (E) Sheridan, October 14.

## **INSTRUCTIONS RELATIVE TO APPLICATIONS AND CONDITIONS OF EMPLOYMENT.**

**Sec. 3. How to proceed to secure an examination.**—Persons who wish to take any of the examinations described in this Manual should write direct to the United States Civil Service Commission, Washington, D. C., for application blanks and for any desired information which is not contained in the Manual. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and the commission. Any available information may be secured by writing to the commission, and attempts of applicants to secure unusual consideration or special action through the aid of prominent or presumably influential persons are useless and are discountenanced by the commission, which, under the civil-service law and rules, must treat all applicants with absolute impartiality.

In writing for application blanks or for information always state the name of the examination you desire. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C. If the application is received by the commission in sufficient time to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him admitting him to the examination. The admission card will be sent as soon as practicable after the receipt of the application by the commission and in ample time to admit the applicant to the examination. Letters concerning the nonreceipt of an admission card should not be sent to the commission unless there is reason to believe that the card has miscarried in the mail.

The time of filing application sometimes determines the order of certification of eligibles, for the reason that when two eligibles have the same average the one whose application is filed in complete form first is certified before the other. Applications which have been returned to the applicants for correction should be completed and forwarded to the commission at once. (See sec. 279.)

**The commission will close the receipt of applications for any examination when in its judgment a sufficient number have been received; applications should therefore be sent to the commission without delay. (See sec. 31.)**

A large number of communications are received by the commission in which the writers fail to give their full post-office addresses and in many cases do not sign the letters. Applicants should see that their names are plainly and correctly written and their post-office addresses (street and number) given in full. A number of applications fail to reach the commission on account of applicants not attaching sufficient postage to their letters. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the commission.

All examination papers are shipped direct from the commission to the place of examination. Applicants for examinations west of the Mississippi are therefore urged to forward their applications so as to reach the commission not less than 10 days, and for examinations east of the Mississippi not less than six days, prior to the date of the examination, so that arrangements may be made to examine them. This does not apply to examinations applications for which are required to be filed with the district secretaries.

**Sec. 4. Physical condition of applicants.**—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; blindness; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Applicants who have heart disease must submit certificates from two physicians showing that the defect is fully compensated.

Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render them unfit to perform the duties of the position for which the examination is held.

The attention of the appointing officer is always called to the physical defects of persons whose names are certified. When there is a serious disqualification and objection is made by the appointing officer, it is sustained by the commission. It is also optional with the appointing officer to select any one of the three persons whose names may be certified, and persons with serious physical defects are rarely appointed.

The medical certificate on an application blank need not be executed unless it is required, as shown in connection with the description of the examination in this Manual, in the published notice of the examination, or at the head of the medical certificate itself.

The President on April 7, 1909, issued the following order in regard to the admission of deaf-mutes to civil-service examinations:

"Deaf-mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf-mutes as they are reached in their order."

Form 1786, containing a list of examinations to which deaf-mutes will be admitted, will be sent upon request.

**Sec. 5. Persons who shall not be examined.**—No person is eligible to an examination—

- (a) Who is not a citizen of or does not owe allegiance to the United States.
- (b) Who is on the date of examination below the minimum or over the maximum age limitation prescribed for the examination for which he applies.
- (c) Who is physically disqualified for the service which he seeks. (See sec. 4.)
- (d) Who is addicted to the habitual use of intoxicating beverages to excess, or to the use of opium, morphine, or other narcotic drugs.
- (e) Who has within approximately one year passed in an examination for the same position or for any position covered by the same examination for which it is desired to again apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed.
- (f) Who is enlisted in the United States Army or Navy, and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively.
- (g) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application from such a person would be accepted after that time would depend upon the circumstances of the case. The commission will decide each case upon its individual merits.
- (h) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

## **INSTRUCTIONS RELATIVE TO APPLICATIONS AND CONDITIONS OF EMPLOYMENT.**

**Sec. 3. How to proceed to secure an examination.**—Persons who wish to take any of the examinations described in this Manual should write direct to the United States Civil Service Commission, Washington, D. C., for application blanks and for any desired information which is not contained in the Manual. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and the commission. Any available information may be secured by writing to the commission, and attempts of applicants to secure unusual consideration or special action through the aid of prominent or presumably influential persons are useless and are discountenanced by the commission, which, under the civil-service law and rules, must treat all applicants with absolute impartiality.

In writing for application blanks or for information always state the name of the examination you desire. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C. If the application is received by the commission in sufficient time to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him admitting him to the examination. The admission card will be sent as soon as practicable after the receipt of the application by the commission and in ample time to admit the applicant to the examination. Letters concerning the nonreceipt of an admission card should not be sent to the commission unless there is reason to believe that the card has miscarried in the mail.

The time of filing application sometimes determines the order of certification of eligibles, for the reason that when two eligibles have the same average the one whose application is filed in complete form first is certified before the other. Applications which have been returned to the applicants for correction should be completed and forwarded to the commission at once. (See sec. 279.)

**The commission will close the receipt of applications for any examination when in its judgment a sufficient number have been received; applications should therefore be sent to the commission without delay. (See sec. 31.)**

**A large number of communications are received by the commission in which the writers fail to give their full post-office addresses and in many cases do not sign the letters. Applicants should see that their names are plainly and correctly written and their post-office addresses (street and number) given in full. A number of applications fail to reach the commission on account of applicants not attaching sufficient postage to their letters. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the commission.**

**All examination papers are shipped direct from the commission to the place of examination. Applicants for examinations west of the Mississippi are therefore urged to forward their applications so as to reach the commission not less than 10 days, and for examinations east of the Mississippi not less than six days, prior to the date of the examination, so that arrangements may be made to examine them. This does not apply to examinations applications for which are required to be filed with the district secretaries.**

**Sec. 4. Physical condition of applicants.**—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; blindness; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Applicants who have heart disease must submit certificates from two physicians showing that the defect is fully compensated.

Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render them unfit to perform the duties of the position for which the examination is held.

The attention of the appointing officer is always called to the physical defects of persons whose names are certified. When there is a serious disqualification and objection is made by the appointing officer, it is sustained by the commission. It is also optional with the appointing officer to select any one of the three persons whose names may be certified, and persons with serious physical defects are rarely appointed.

The medical certificate on an application blank need not be executed unless it is required, as shown in connection with the description of the examination in this Manual, in the published notice of the examination, or at the head of the medical certificate itself.

The President on April 7, 1909, issued the following order in regard to the admission of deaf-mutes to civil-service examinations:

"Deaf-mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf-mutes as they are reached in their order."

Form 1786, containing a list of examinations to which deaf-mutes will be admitted, will be sent upon request.

**Sec. 5. Persons who shall not be examined.**—No person is eligible to an examination—

- (a) Who is not a citizen of or does not owe allegiance to the United States.
- (b) Who is on the date of examination below the minimum or over the maximum age limitation prescribed for the examination for which he applies.
- (c) Who is physically disqualified for the service which he seeks. (See sec. 4.)
- (d) Who is addicted to the habitual use of intoxicating beverages to excess, or to the use of opium, morphine, or other narcotic drugs.
- (e) Who has within approximately one year passed in an examination for the same position or for any position covered by the same examination for which it is desired to again apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed.
- (f) Who is enlisted in the United States Army or Navy, and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively.
- (g) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application from such a person would be accepted after that time would depend upon the circumstances of the case. The commission will decide each case upon its individual merits.
- (h) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

(i) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(j) Who has been dishonorably discharged from the Army or the Navy.

**Sec. 6. Each examination complete. Sample questions.**—Each examination is complete in itself and all subjects in an examination must be taken. No other sample questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, which will be furnished on request, contains sample questions of the railway mail clerk examination.

**Sec. 7. Examination of persons holding classified positions.**—A person holding a classified position will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment to the service until after three years from the date of appointment, with the following exceptions:

(a) The three-year limitation shall not apply to any person who has been appointed and who desires to be examined for the same position in another of the four branches of the service (Departmental, Field, Philippine, and Panama Canal).

(b) The three-year limitation shall not apply to any person who is to be dismissed from the service within the three years on account of necessary reduction of force, or whose services will cease with those of the officer by whom he was commissioned, and who has not been examined within approximately one year from the date of the examination to which such person seeks entrance.

(c) The three-year limitation shall not apply to any person who has been appointed from the typewriter examination and who desires to take the stenographer examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the typewriter register.

(d) The three-year limitation shall not apply to any person who has been appointed from the stenographer examination and who desires to take the typewriter examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the stenographer register.

(e) The three-year limitation shall not apply to any person who has been appointed to the position of substitute clerk in the Post-Office Service and who desires to enter an examination for the position of carrier upon the establishment of city delivery service or experimental delivery service at his office.

It is not necessary for a person to resign a Government position in order to take an examination for a position of a kind different from that occupied and of a kind different from that which resulted in appointment to the service.

**Sec. 8. Examination of persons holding unclassified positions in the Canal Zone.**—Any citizen of the United States in the employ of the Federal Government or the Panama Railroad Company in the Canal Zone in an unclassified status will be permitted to take an examination for the apportioned Departmental Service in Washington, D. C., in his home State at such time as he may be in such State on vacation. If he passes the examination his name will be entered upon the appropriate register, together with those examined in the open competitive examination of the same kind nearest in point of time to the date of his examination. To avail himself of the privilege extended by this regulation, an employee affected thereby must duly file the necessary application with the United States Civil Service Commission, Washington, D. C., and in connection therewith establish domicile in the State claimed for at least one year immediately preceding, as required by the statute, but his employment by the Federal Government or the Panama Railroad Company in the Canal Zone will be held not to vitiate his claim to domicile in the State in which he was actually domiciled immediately preceding such employment in the Canal Zone.

**Sec. 9. Instruction of applicants for civil-service examinations by Government employees.**—The President on October 13, 1905, issued the following order:

"No officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service."

On December 23, 1910, the President issued a similar order in regard to the instruction of applicants for the examinations held by the Department of State for the Diplomatic and Consular Services.

**Sec. 10. Applications in ink and English language.**—All applications must be in ink and in the English language.

**Sec. 11. Age limitations.**—When age limitations are prescribed an applicant will be admitted to examination if on the date of the examination he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years, he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. These limitations, however, do not apply to applicants allowed preference in appointment under section 1754, Revised Statutes. (See sec. 290, this Manual.)

**Sec. 12. Age of appointees.**—The average age of appointees is 28 years. Appointing officers as a rule select the younger eligibles certified when they are found to possess the necessary qualifications.

**Sec. 13. What applications accepted.**—No applications will be accepted for any examinations except those mentioned in section 1, unless otherwise stated under "Descriptions of examinations" or in special announcements. An application filed for one semiannual series of examinations or for a special examination will not be good for any other examination, whether the applicant be examined or not.

**Sec. 14. Dates of applications.**—An application which is dated, or the certificates or vouchers of which are dated, more than six months prior to its receipt by the commission will not be accepted.

**Sec. 15. Recommendations.**—No recommendations other than those called for by the commission will be considered.

**Sec. 16. Citizenship.**—All applicants must make oath in their applications to their United States citizenship or allegiance. In the case of a foreign-born citizen, citizenship must be fully proved in one of the following ways:

(a) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(b) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(c) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(d) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens



that the husband (the name to correspond to that shown in marriage certificate) is a native citizen. Such affidavits should, if possible, show place and date of the husband's birth.

(e) If the applicant is the child of American citizens temporarily residing abroad at the time of applicant's birth, he must furnish affidavits of two disinterested citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (b) above.

(f) If the applicant has been honorably discharged from the Regular or Volunteer Army of the United States, and has resided at least one year in the United States, he may be admitted to citizenship upon filing petition with proper court, as provided by section 2166, Revised Statutes.

(g) If the applicant has been honorably discharged from the United States Navy after a service of five consecutive years, or from the United States Marine Corps after one enlistment, he may be admitted to citizenship upon filing petition with proper court, as provided by 28 Statutes at Large, page 124.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy should be procured from the court that issued them, or if the records of the court are destroyed a new certificate should be furnished.

Whenever a person has once furnished proof of citizenship with an application to the commission, it is not necessary to file such proof again, but in subsequent applications he should state the kind, date, and place of examination in connection with which proof of citizenship was submitted.

**Sec. 17. Residence.**—Every applicant must make oath in his application to the place of his actual bona fide residence, which must be shown continuously to the exact date of the application, and for the apportioned Departmental Service at Washington, D. C., his statement must be corroborated by the officer's certificate, as required on the application blank. In the case of persons already holding permanent places in the apportioned service in the executive departments at Washington the county officer's certificate is not required. Such persons should show on their applications, opposite the county officer's certificate, that they are so employed. The county officer's certificate is not required of applicants for positions in any branch of the service outside of Washington, D. C.

An act of Congress provides that all examinations of applicants for positions in the Government service from any State or Territory shall be had in the State or Territory in which such applicants reside, and that no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination. In an opinion the Attorney General held that this proviso applied only to the apportioned Departmental Service in Washington, D. C. Persons in the apportioned Departmental Service, whose appointments are charged to the apportionment of the States in which they claim bona fide residence, may be examined at any place at which the examination desired by them is held, regardless of their residence. All other persons desiring appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the States of which they are residents.

Applicants for the Field, Panama Canal, and Philippine Services may be examined at any place at which the examination is held, regardless of their residence.

A woman separated from her husband may, for the purpose of filing an application for examination, claim residence other than that of her husband, but she must furnish a sworn statement, on Form 1643, of the facts on which her claim to separate residence is based. The commission will decide in each case whether the evidence presented establishes the claim.

The residence of minors is the same as that of the parents or guardians.

**Sec. 18. Applicant for more than one examination.**—A person may at the same time be an applicant for as many different examinations mentioned in section 1 as desired upon filing the proper applications therefor, provided that only one kind of examination may be taken on a given date unless otherwise stated under "Descriptions of examinations." Where more than one examination held during the same series is desired, only one application, *duly executed*, will be required for one of the examinations, and a *copy* of the duly executed application may be filed for each of the other examinations desired requiring the same form of application. Such copy must include the jurat, vouchers, and other executed parts of the original application, must be in the handwriting of the applicant and be accompanied by a statement showing the kind, date, and place of the examination for which the original is filed. Copies can not be made after filing the original. Should it be desired to take examinations held during different semiannual series, or special examinations held on different dates, a separate application, *duly executed* and in complete form, will be required for each examination. Whenever an original application is required for an examination it must be complete in every particular.

A person may take as many different examinations held by the commission as he wishes, provided he meets the requirements in each case, and as a result of such examinations he may at the same time be eligible for appointment to several positions in different branches of the service.

**Sec. 19. To change place, date, or kind of examination.**—A person who has applied for an examination mentioned in section 1, and who desires to change the place and date given in his application to any other scheduled place and date (in the State of which he is a bona fide resident) mentioned in section 2, may have such change made upon written request. No arrangements can be made to give an examination on a date or at a place other than as scheduled.

A person who has filed an application for an examination mentioned in section 1, and who afterwards desires to change the application for another kind of examination mentioned in the same section and to which he is eligible, may have such change made upon written request, provided the application form required for the examination first requested is the same form required for the examination to which the change is desired to be made.

All requests for changes must be received by the commission in sufficient time to arrange for the examination desired.

No applicant for examination will be allowed to change the designation of the position for which he applies after the date of the examination.

**Sec. 20. Applications which are disapproved.**—All applications which show the applicants to be ineligible for the examinations which they seek will be disapproved and retained in the files of the commission. An applicant is ineligible for an examination unless he meets all the requirements of that examination, as shown in this Manual, in the published notice of examination, or in the application blank.

**Sec. 21. Applications part of commission's records.**—Applications and all examination papers of competitors form part of the official records of the commission, and can not be returned to the applicants or competitors. Exhibits consisting of photographs, drawings, specimens of work, publications, or other material of a similar nature required in connection with certain examinations will be returned to competitors who are ineligible, to eligibles upon the expiration of the term of eligibility, and to appointees, upon request. Eligibles should not request the return of such material until the expiration of the term of eligibility, or until appointment is received.

**Sec. 22. What applicants should bring to examination room.**—Applicants must provide themselves in all examinations with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants for draftsman examinations will be allowed to bring tracing paper when so specified in the description of exam-

ination in this Manual or in the special announcement of examination, and applicants for the stenographer examination who intend to record the dictation exercises by means of mechanical devices may bring paper required for use with such devices. Five-place logarithmic tables will be furnished in all examinations where logarithmic tables are required. Handbooks and books of reference are not permitted in examinations unless specifically so stated on the examination sheets. Applicants for the bookkeeper, draftsman, or other examinations requiring the use of implements, must furnish such implements for use in the examination room. Applicants for the typewriter or the stenographer and typewriter examination must provide typewriting machines and stands or tables. Typewriting machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

Competitors in stenographer and typewriter examinations at Washington, D. C., may make arrangements to have their typewriting machines and tables removed from the examination room between the hours of 1 and 4.30 on the day of the examination.

**Sec. 23. Caution against haste and carelessness.**—Many applicants fail to properly execute their applications, or fail in the examinations, not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. Great care should be exercised in completing the application to see that every requirement has been fully complied with. In the examinations, while competitors must complete their work within a prescribed time, it is ample for the careful consideration of every question given. Applicants should be careful to see whether any questions are printed on the back of the examination sheet.

**Sec. 24. False statements in application.**—Under section 28 of the Criminal Code of the United States, any false statement in an application, alteration of a voucher or certificate, or the presentation to the commission of any such paper, is a violation of the law. A number of persons guilty under the statute mentioned have been convicted. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statute.

**Sec. 25. Reexamination.**—A person who passes in an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, whether or not the competitor has been three times certified. This does not apply to a person who has been examined for one of the four general branches of the service (Field, Panama Canal, Philippine, and Departmental) and who desires examination for another of those branches. (See sec. 18.) A person who has been notified of failure to pass in an examination may, upon filing a new application in due time, enter the next examination when held. Reexamination other than that named above will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice.

When an eligible is again examined for the same register, an eligible average percentage attained in the reexamination will cancel the former eligibility. If an eligible average percentage is not attained in the reexamination the former eligibility will not be affected. Reexamination will not be allowed during the same series of examinations as that of the original examination.

A person who is not eligible as both stenographer and typewriter, but whose name is on either register for the Departmental or Field Service, may be again examined in the subjects of the other examination upon filing a new application, on any of the dates or at any of the places in the schedule, subject to the limitations as to residence and domicile indicated in section 17 if the examination is for the Departmental Service. (See secs. 7 and 239.)

Occasionally examinations are held especially to fill temporary vacancies in stenographer and typewriter positions in the Departmental Service at Washington, D. C. A person examined for a permanent stenographer and typewriter position can not be examined within approximately one year for temporary appointment unless he has been notified of his failure in the examination for permanent appointment, because, if he so requests, he may become eligible for either permanent or temporary appointment as a result of the examination for permanent appointment. A person examined for a temporary stenographer and typewriter position may be examined for permanent appointment at any examination held. A second examination for temporary appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for temporary appointment, and a second examination for permanent appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for permanent appointment.

In case of reexamination, all subjects of the examination must be taken.

**Sec. 26. Transfer.**—The initiative in a transfer rests with the head of the department to which transfer is sought, and the authority of the commission is limited to determining the eligibility of the person for transfer upon the receipt of a requisition from the head of the department. The commission does not keep any register of persons eligible for transfer, and can not undertake to express an opinion in regard to the eligibility of any person for transfer, or to state whether an examination will be required, until it is in possession of all the facts in the case, presented by the head of the department. A person already in the service may take an open competitive examination for original appointment to any other position than the one he is occupying, and of a kind different from that which resulted in his appointment to the service, on the same basis as one outside of the service.

The legislative, executive, and judicial appropriation act, approved June 22, 1906, provides that it shall not be lawful thereafter for any clerk or other employee in the classified service in any of the executive departments to be transferred from one department to another department until such clerk or other employee shall have served for a term of three years in the department from which he desires to be transferred.

**Sec. 27. Reinstatement.**—Reinstatement is not a right given to the applicant, but is merely one of the ways by which an appointing officer may fill a vacancy.

The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for the certificate; but this limitation does not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an army nurse of either war.

The initiative in reinstatement rests with the head of the department in which the person formerly served, and the authority of the commission is limited to determining the eligibility of the person for reinstatement upon receipt of requisition for the reinstatement from the head of the department. Therefore no register of persons eligible for reinstatement is kept. A person seeking reinstatement should address his request through proper channels to the head of the department from which he was separated. The commission can not undertake to express an opinion in regard to the eligibility of any person for reinstatement, or to state whether an examination will be necessary, until it is in possession of all the facts in the case, presented through the head of the department.

**Sec. 28. Removal and reduction.**—The post-office appropriation act, approved August 24, 1912, provides:

"That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however,* That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof, shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or Member thereof, shall not be denied or interfered with."

**Sec. 29. Political assessments and political activity.**—Provisions of the Criminal Code prohibit the solicitation or receipt of political contributions by one officer or employee from another officer or employee, the payment of political contributions by one officer or employee to another, the solicitation or receipt of political contributions in Federal buildings, and discrimination on account of political contributions. Provisions of the civil-service rules forbid activity in political management or political campaigns by competitive employees, political discrimination, and political coercion. Form 1236, "Information concerning political assessments and partisan activity of Federal officeholders and employees," may be obtained from the commission upon request.

**Sec. 30. Working hours, leave of absence, sick leave.**—The law requires of all clerks and other employees of whatever grade or class in the executive departments at Washington, D. C., not less than seven hours of labor each day except Sundays and days declared public holidays by law or Executive order. These hours, now fixed at from 9 a. m. to 4.30 p. m. (including one-half hour for lunch at midday), may be extended by the head of an office if in his judgment the public business demands such action. Overtime is without extra compensation. Thirty days' annual leave, and in meritorious cases thirty days' sick leave, with pay, are allowed in the discretion of the head of a department. Inquiries relative to the duties of various positions, salaries, etc., should be made of the head of the department or office in which employment is desired, unless such information is contained in the printed matter furnished by the commission.

**Sec. 31. Training and experience.**—In certain examinations in which training and experience constitute 10 per cent or more of the examination, applications must be filed with the commission in complete form at least 10 days in advance of the examination to permit of their being rated on this subject so that the commission may notify applicants whether they are entitled to be admitted to the examination.

If the subject constitutes 25 per cent or more of the examination, applicants must have had sufficient training and experience to entitle them to a rating of 70 or more in this subject or they will not be admitted to the examination; if the subject constitutes less than 25 per cent of the examination, they will be admitted if they attain a rating of 60 or more. In the descriptions of the examinations to which this requirement applies reference is made to this section.

For admission to certain examinations applicants are required to show in their applications that they are qualified in training and experience as indicated below under (a) or (b).

(a) Graduates from reputable technical schools. An institution which fulfills the following requirements is regarded as a reputable technical school: Any technical school which is empowered to grant degrees and whose course covers not less than three years, each school year extending over not less than eight months. This applies to all branches of engineering and architecture.

(b) Applicants who present *prima facie* evidence of having acquired a sufficient knowledge of mathematics, mechanics, and the physical sciences, but have not obtained a degree as above specified, and who have not less than three years' practical experience, will be placed on the same footing as those who meet the specifications in (a).

(c) Applicants who fail to meet the specifications set forth in (a) and (b) will not be admitted to any examination requiring first-class elementary training, but will be admitted to all other examinations for which their experience fits them, in the judgment of the commission.

**Sec. 32. Two or more members of family in public service.**—The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the service.

A person shown by his application to have not more than one member of his family employed in the service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the commission when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

**Sec. 33. Entrance salaries and conditions of employment at Indian schools.**—The employees at Indian schools appointed from the eligible registers of the commission usually comprise the following: Physician, teacher, manual-training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, farmer, shoemaker, carpenter or general mechanic, tailor, engineer, and such other special employees as may be designated.

The object of the schools is to prepare the Indian youth for the duties, privileges, and responsibilities of American citizenship by training them in the industrial arts and developing their moral and intellectual faculties. The conditions of life at these schools differ from ordinary school or home life in that most of the schools are located at points remote from large cities, although usually within reasonable

distance from the smaller towns. For this reason employees must look to themselves and to their co-workers for the means of recreation, but the Indian Office cooperates with employees in every way possible to provide means for social pleasure. Employees are desired who are interested in their work and who are willing to devote their whole time to the duties of their positions, and when emergencies arise to cheerfully render such services as may be required in addition to the duties usually attached to their positions. The duties include instruction in the particular line of work upon which the employee is engaged.

The usual entrance salaries are as follows: Physician, \$900 to \$1,100 a year; teacher (boarding school), \$540 to \$600 a year; manual-training teacher, \$600 a year; matron or seamstress, \$480 to \$600 a year; field matron, \$600 to \$840 a year; nurse, \$720 a year and laundry of uniform; farmer or industrial teacher, \$720 to \$1,000 a year, and promotion to \$1,500 will be possible where the appointee possesses the peculiar kind of ability which the Indian Service is seeking; cook or baker, \$500 a year; laundress, \$500 a year; shoemaker, \$600 a year; carpenter or general mechanic, \$720 to \$900 a year; tailor, \$600 to \$720 a year; engineer, \$600 to \$900 a year. The higher-salaried positions are usually filled by promotion.

Day-school teachers are usually paid \$72 a month for ten months in the year, although at a few of the schools the entrance salary is \$60 a month for ten months in the year. At the day schools a housekeeper is also appointed at \$30 a month for ten months in the year, who may be the wife of the teacher.

There is excellent opportunity for appointment to the positions of cook, laundress, teacher, nurse (female), and steam engineer, as the supply of eligibles for these positions is not usually equal to the demand. The opportunity for appointment of farmers having a knowledge of irrigation is especially good.

Each applicant is required to furnish with his application a medical certificate showing him to be in good health and free from tuberculosis in any and every form.

Each applicant for examination for a position in the Indian Service will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. A card will be sent to the applicant on which to mount the photograph and to furnish necessary information in connection therewith. An applicant for an examination for the Indian Service who fails to present a photograph to the examiner will not be admitted to examination. Tintypes will not be accepted.

No person will be appointed in the Indian Service who is unable to speak the English language.

Quarters are usually provided for the employees and are assigned by the superintendent of the school, but at some of the schools the accommodations are limited and two or more persons must occupy one room, so that employees with families may be required to content themselves with space accordingly. Some of the day schools are not located at the headquarters of the agency, and in these quarters may be provided for the teacher.

At each boarding school there is a common "mess" for all employees, the cost of which to each employee ranges, at the different schools, from \$10 to \$15 a month. It will thus be seen that while the entrance salaries for positions in the Indian School Service are somewhat less than salaries paid for like positions elsewhere, the cost of living is considerably less, so that the actual compensation is greater than that indicated by the entrance salaries attached to the positions.

Leave of absence with pay may be granted in the discretion of the Commissioner of Indian Affairs, not to exceed 30 days in any calendar year, and is usually granted during the school vacation.

The minimum age limitation for dairyman, farmer, gardener, physician, and industrial teacher (male) is 21 years; for housekeeper, matron, and seamstress, 24 years;

for field matron and industrial teacher (female), 25 years; for bookkeeper, clerk, stenographer and typewriter, 18 years; for all other positions, 20 years. The maximum age limitation, unless otherwise stated under description of examination, is 50 years.

Appointees will be required to pay their own traveling expenses to the places where they are to be employed, and the salary begins on the day an employee enters upon duty at the school. The department can not advance money to pay the expenses of an appointee to his place of employment.

The duties of employees in the Indian School Service are of such a character as to require perfect physical health. No applicant who is encumbered with the care of infants or invalids, or is in any way hampered in giving to the Government his full time and best service, should enter the Indian Service.

The Indian Office prefers not to appoint persons who have children or other dependents who would have to live with them at the agency or school, although at some schools there are sufficient quarters to accommodate children of employees, and such applicants for appointment who will find it necessary to have families with them at the school will be assigned to these places, provided it appears that the children will not hinder the employee in the performance of his duties. Each applicant must attach to his application a statement showing the number in his family and the number that will require accommodations at the Indian school or agency in case the applicant receives appointment. Vacancies in mechanical trades positions will be filled from the registers established for the Departmental Service. For information relating to clerical positions application should be made to the district secretary of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 34. Information concerning conditions of employment in the competitive classified service at the Panama Canal.**—Persons examined for positions in the Panama Canal Service will not be eligible for appointment, as a result of such examination, to positions in the United States or in the Philippine Service. New appointees are furnished free steamship transportation and usually sail from New York City, but under certain conditions may sail from New Orleans or San Francisco. They must pay their own railroad fare to the port of sailing. A reasonable charge probably will be made in the near future for bachelor quarters, as well as for family quarters. New appointees are not permitted to take their families with them at once to the Canal Zone on account of the scarcity of family quarters. Meals can be obtained at the Government hotels at 30 cents each.

**POSITIONS IN THE CANAL ZONE.**—The following-named positions in the Panama Canal Service must be filled through competitive civil-service examination: Clerk (all kinds, including timekeeper and bookkeeper), stenographer, typewriter, surgeon, physician, trained nurse, and draftsman. All inquiries concerning examinations for these positions should be addressed to the "U. S. Civil Service Commission, Washington, D. C." Inquiries respecting positions other than the above named in the Panama Canal Service should be addressed to the "Chief of Office, Panama Canal, Washington, D. C." Persons residing in the Canal Zone may obtain information concerning civil-service positions by addressing the "Secretary, Board of Civil-Service Examiners, Culebra, Canal Zone."

**SALARIES.**—The usual entrance salary for stenographers and typewriters in the Canal Zone is \$125 a month; for clerks, \$100 a month; for physicians, \$150 a month; for female nurses, \$60 a month with board, quarters and laundry; for male nurses, \$90 a month; and for draftsmen, \$125 a month and upward, according to experience and capacity. The higher grade positions are usually filled through promotion.

**AGE LIMITS.**—The age limits for all positions in the Panama Canal Service subject to civil-service examination are 20 and 45 years, except trained nurse, the limits for which are 20 and 40 years, and physician, the limits for which are 22 and 30 years.

**MEDICAL EXAMINATION AND MEDICAL ATTENDANCE.**—The medical certificate is required in applications for this service. Free medical and hospital attendance in



cases of illness or injury are provided within limitations prescribed by executive order. In view of this fact, all appointees to this service are required to be physically sound and in good health. After appointment has been issued and before being permitted to sail for the Canal Zone, appointees must undergo a final rigid physical examination by an official medical examiner in the employ of the Panama Canal, who will be designated in the appointment papers. There will be no charge for this examination, but the appointee must pay his fare to the place of examination. The official medical examiners of the Panama Canal are located at the ports of departure and in a number of the large cities throughout the United States. Such diseases as rupture in any form; weak lungs or heart; venereal disease of any kind; aggravated varicocele, varicose veins, or piles; epilepsy; chronic alcoholism; deformed limbs; loss of fingers; defective eyesight or hearing (especially in cases of pilots and railroad men), and other serious bodily defects, will be grounds for rejection. Persons wearing a truss to protect a rupture will be rejected. Persons who have slight defects in eyesight corrected by glasses should wear their glasses when presenting themselves for physical examination.

**PHOTOGRAPHS REQUIRED OF APPLICANTS.**—Each applicant for examination for the Panama Canal Service will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in connection therewith. *An applicant for the Panama Canal Service who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

**LEAVE OF ABSENCE.**—Within limitations prescribed by executive order, 24 days' annual leave with full pay will be allowed each employee for each year after entry into service, which annual leave is not cumulative; also 30 days' cumulative leave with full pay will be allowed each employee paid on a monthly or annual basis, which may be accumulated for a period not exceeding 3 years; also 7 days' travel leave with full pay when on cumulative leave, for the purpose of traveling to points outside the tropics, approximately once a year. Not more than 90 days' leave with pay may be granted at one time.

**TRANSPORTATION.**—Employees on leave of absence desiring to visit the United States will be granted the Government rate of transportation on steamers of the Panama Railroad Steamship Line, plying between the Canal Zone and New York, which at present is \$30 for each adult. This rate also applies to members of the immediate families of employees when they proceed to the Canal Zone after arrangements for family quarters have been made, or when they return from the Canal Zone. Proportionate rates are made for children. Special transportation rates are also arranged via New Orleans and San Francisco.

**ASSIGNMENT OF DUTIES.**—Appointees are expected to perform such duties as may be determined by the head of the department to which assigned upon arrival at the Canal Zone, and services must be satisfactory to the head of such department. Persons offered appointment will be expected to sail on short notice.

**GENERAL INFORMATION.**—The Washington office of the Panama Canal issues a manual of information concerning employments for the Panama Canal Service (Form 151), containing full details on this subject. This manual will be sent upon request by addressing the "Chief of Office, Panama Canal, Washington, D. C."

**Sec. 35. Information relative to employment in the Philippine civil service.**

**OPPORTUNITIES.**—The civil service of the Philippine Islands offers excellent opportunities to qualified persons, both in the matter of entrance salary and promotion. Under the operation of the civil-service law promotions may be made on the basis of merit from the lowest to the highest positions, and the records of the service indicate that qualified appointees have been rapidly advanced.

**AGE LIMITS.**—The age limits for the service are 18 and 40 years, unless otherwise expressly stated under description of examination.

**PHOTOGRAPHS AND MEDICAL EXAMINATION REQUIRED.**—Each applicant for the Philippine Service will be required to submit to the examiner, on the day he is examined, a photograph of himself, *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in connection therewith. *An applicant for the Philippine Service who fails to present a photograph to the examiner will not be admitted to the examination. Tintypes will not be accepted.*

The medical certificate in Form 2 must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. The medical officer should indicate his rank or official designation on such certificate. When it is impracticable by reason of the applicant's distance from a Government physician or a pension-examining surgeon to have the certificate executed by such a physician, it may be executed by any reputable physician. Such a person may be required to undergo another physical examination in case of appointment. *This certificate must not be executed by the family physician of the applicant.*

**TRANSFERS.**—Under the Federal civil-service rules, employees who have regularly served for three years in the Philippine civil service are eligible for transfer to similar positions in the Federal service. A person separated after three years' service without delinquency or misconduct may be reinstated for purpose of transfer, if no objection is raised by the Philippine authorities, at any time during his eligibility for reinstatement.

**CLOTHING.**—Americans usually dress in white drill suits. Those who go to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in that climate. Serviceable white cotton drill suits are made to order in Manila for about \$3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

**MEDICAL ATTENDANCE.**—At present medical attendance is furnished to employees in Manila without cost. A civil hospital has been established in Manila, to the first-class wards of which civil-service employees are admitted at a charge of \$1.50 a day, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay \$3 a day for room without bath and \$5 for room with bath.

**LEAVE OF ABSENCE.**—1. Regularly and permanently appointed officers and employees (excepting teachers), after at least two years' continuous, faithful, and satisfactory service, are granted—subject to the necessities of the public service—accrued leave of absence with full pay, inclusive of Sundays and legal holidays, for each year of service in accordance with the following schedule: Annual salary \$600 to \$900 with board and quarters, or annual salary of from \$900 to \$1,800, 30 days; annual salary \$1,800 or more, 35 days. Leave accrues while on duly authorized leave. 2. Persons in the teaching service shall not be granted leave in accordance with the foregoing schedule, but in lieu may be granted leave on full pay during vacation periods. 3. An employee who has served three years or more may be granted permission to visit the United States, entitling him to half pay for 60 days in addition to the period of leave granted.

In addition to the leave mentioned, an employee, other than a teacher, who has served six months or longer and receives a salary less than \$1,000, may be granted 21 days' vacation leave, and an employee receiving \$1,000 or more, or a trained nurse,

may be granted 28 days' vacation leave, such leave being in lieu of "sick leave." Absence of teachers, due to sickness, may be offset by their remaining on duty for an equal period during vacations.

**CONTRACT AND TRANSPORTATION.**—A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, 10 per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

There is no provision for the allowance of return transportation.

He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the islands: *Provided*, That he proceed directly to the islands: otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Governor General or proper head of a department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

**MISCELLANEOUS INFORMATION.**—No examinations are held and no appointments are made in the United States to fill ordinary clerical positions in the post office, custom-house, and internal-revenue services and in trades positions in the Philippines. Thus far no difficulty has been experienced in filling such positions through the appointment of Filipinos and of Americans residing in the Philippine Islands. It is useless for persons in the United States to seek appointment to positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with special qualifications such as those of a stenographer and typewriter, agricultural inspector, forester, etc.

Examinations for trades positions in the Bureau of Printing of the Government of the Philippine Islands are held only as the needs of the service require. This service requires men of all-round proficiency. They are designated "craftmen instructors," and must possess ability to instruct Filipinos in all the specialties of the various trades, and besides must have executive ability. Only exceptionally well qualified men will be considered.

Applications for information concerning examinations for the Philippine Service should be addressed to the Civil Service Commission, Washington, D. C.

After a person has passed an examination for the Philippine Service, all correspondence relating to the question of his appointment to that service should be addressed to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C. All such persons should keep that bureau advised as to any changes occurring in their post-office and telegraphic addresses.

**Sec. 36. Civil-service districts.**—The commission has established twelve civil-service districts for convenience in holding examinations and making certifications for filling vacancies occurring in certain field positions, which comprise—

(a) Positions in classified post offices (except that of rural carrier, see sec. 228), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, Navy-Yard Service, and Custodian Service.

(b) The following positions in all field branches except the Quartermaster Corps (including the Forest, Immigration, Indian, Lighthouse, Public Health, and Steamboat-Inspection Services; the Engineer and Ordnance Departments at large; the Weather Bureau, and the Bureaus of Animal Industry, Mines, and Standards, etc.):

Bookkeeper.

Clerical.

Minor clerical.

Subclerical.

Stenographer.

Typewriter.

Stenographer and typewriter.

Telephone operator.

Elevator conductor.

Messenger boy.

Mechanical trades and similar noneducational positions (except Indian Service and other services for which regulations provide otherwise).

Unskilled laborer (where labor regulations are in force).

(c) The following positions in certain field branches of the service:

Field clerk and mechanical draftsman, Reclamation Service.

Forest clerk and computing clerk, Forest Service.

Junior laboratory helper, Bureau of Standards.

Matron, matron-interpreter, and guard, Immigration Service.

Wireman and mechanical draftsman, Bureau of Mines.

Law clerk-stenographer-typewriter, Department of Justice.

Packer, Indian warehouses.

Book sewer, U. S. Military Academy.

Mechanician, Medical Supply Depots.

Mechanical-apprentice draftsman, and copyist draftsman, Engineer Department at large.

Mechanical draftsman, apprentice draftsman, and apprentice, Ordnance Department at large.

In the Quartermaster Corps: Messenger, stenographer, watchman, and the following noneducational positions: Positions in the harbor-boat service, engineer, forester, gardener, janitor, packer (at depots), rodman, warehouseman, and wheelwright.

Additional positions may be included in the district system when such action is deemed practicable and desirable.

Each district is in charge of a district secretary, who announces and holds examinations and establishes eligible registers for the positions enumerated above.

Information in regard to examinations for any of the services or positions mentioned in this section may be secured by addressing the secretary of the board of examiners at the headquarters of the civil-service district in which employment is desired. The location of each headquarters is shown below.

The districts are as follows:

*First district.*—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

*Second district.*—Headquarters, New York, N. Y.: New York, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union in the State of New Jersey.

*Third district.*—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren in the State of New Jersey.

*Fourth district.*—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

*Fifth district.*—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

*Sixth district.*—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

*Seventh district.*—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, Dekalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford in the State of Illinois.

*Eighth district.*—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

*Ninth district.*—Headquarters, St. Louis, Mo.: Kansas, Missouri, Oklahoma, Arkansas, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Charapaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

*Tenth district.*—Headquarters, New Orleans, La.: Louisiana and Texas.

*Eleventh district.*—Headquarters, Seattle, Wash.: Wyoming, Montana, Oregon, Idaho, Washington, and Alaska.

*Twelfth district.*—Headquarters, San Francisco, Cal.: California, Nevada, Colorado, New Mexico, Arizona, and Utah.

The Commission is represented in Alaska by the Secretary, Board of Civil-Service Examiners, Customhouse, Juneau; in Hawaii, by the Secretary, Board of Civil-Service Examiners, Customhouse, Honolulu; in Porto Rico, by the Chairman, Porto Rican Civil Service Commission, San Juan; in the Canal Zone, by the Secretary, Board of Civil-Service Examiners, Culebra; in the Philippine Islands, by the Director of Civil Service, Manila.

## DESCRIPTIONS OF EXAMINATIONS.

**NOTE.**—Specimen questions of examinations are not given in this Manual except in connection with the grade subjects and the bookkeeper, stenographer, and typewriter examinations. In lieu of specimen questions heretofore printed of other examinations, especially technical ones, brief but definite descriptions are given, as far as practicable, of the scope of the different subjects. It is believed that these descriptions will furnish more satisfactory information relative to the character of the examinations than the former method of printing specimen questions, which, it was found in many cases, were misconstrued by applicants, who endeavored to make preparation for examinations along the limited lines of the particular questions furnished without regard to the general scope covered by the subjects of the examinations. No sample examination sheets or other specimen questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, containing sample questions of the railway mail clerk examination, will be furnished on request.

**Sec. 37. Preliminary instructions to competitors.**—At the beginning of every examination each competitor is given a preliminary sheet containing the following instructions. Other special instructions may be included. All instructions should be carefully read and followed.

“Fill out the blanks at the top of this sheet and all other sheets as they are issued to you. Read the instructions at the top of each sheet. Perform all work on these sheets in ink. Spoiled sheets will not be exchanged for new ones. See that you receive all the subjects mentioned below in their regular order.

“Your time is reckoned from the moment you receive the first numbered sheet. No allowance is made for time lost while out of the room. Do not leave the room without the permission of the examiner. Should you leave the room while working on a sheet, it will be taken up and not reissued to you. You are not limited to time on any sheet, unless specified on the sheet.

“Pencil may be used for preliminary work only on the scratch paper furnished by the examiner. When you are through with the scratch paper return it to the examiner.

“Examiners are forbidden to explain the meaning of, or to make remarks relating to, a question that may in any way assist in its solution. Necessary explanations will be made to the whole class.

“*You are forbidden* to communicate with, give to or receive aid from, a fellow competitor, and to use helps in any form. Before the examination hand to the examiner any helps that you may have. Evidences of copying or collusion may result in the cancellation of your papers and your debarment from future examinations. Copies of the questions are not to be made or taken from the examination room.

“Do not fail to answer questions on back of this sheet after all other sheets have been completed.”

**Sec. 38. Grade subjects.**—The general scholastic subjects of many examinations, such as spelling, arithmetic, letter writing, and copying, are of three grades or degrees of difficulty, known as first, second, and third grades, the first grade being the most difficult and the third grade the least difficult. These subjects are designated under the different examinations as “grade subjects.” In the descriptions of examinations comprising any of these subjects reference will be made to the particular grade of the subject comprised.

A description of the subjects of the grade examinations will be found in sections 40, 41, and 42.

**Sec. 39. Relative weights and method of determining average percentage.**—The different subjects in each examination are given relative weights according to their importance. These weights represent the value of each subject in the whole examination. The method of obtaining the average percentage of an examination is as follows: Multiply the rating obtained in each subject by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage for that examination.

**Sec. 40. First-grade subjects.**—1. **SPELLING:** Twenty words of more than average difficulty. 2. **ARITHMETIC:** Fundamental rules, fractions, percentage, interest, discount, analysis, and statement of simple accounts. 3. **PENMANSHIP:** Rated on legibility, rapidity, neatness, and general appearance. 4. **REPORT WRITING:** Test in writing in letter form, not more than 200 words in length, an orderly, concise, and grammatical statement of the essential facts included in a given statement of 400 or 500 words. 5. **COPYING AND CORRECTING MANUSCRIPT:** Test in making a smooth, corrected copy of a draft of manuscript which includes erasures, misspelled words, errors in syntax, etc. 6. **GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.**

The following questions and tests, which have been used, indicate the general character of these subjects:

*Spelling.*—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition as printed below. The competitor is required to write only the word and not its definition.

*Cylinder:* A long, round body. *Promissory:* Containing a promise; as, a promissory note. *Essential:* Necessary or indispensable. *Discernible:* Apparent or visible. *Opportunity:* A fit or convenient time. *Deceitful:* False or tricky. *Deference:* Respect or regard. *Insertion:* The act of placing in; as, the insertion of an advertisement. *Facilitate:* To make easy; as, to facilitate business. *Schenectady:* A city of the United States. *Adjacent:* Lying near or bordering on. *Souvenir:* A token of remembrance. *Conceding:* Yielding or giving up; as, conceding a point. *Lineage:* Line of descent or ancestry; as, of royal lineage. *Deleterious:* Harmful or injurious; as, deleterious to health. *Horizontal:* On a level. *Patrimony:* An estate inherited from one's father. *Certificate:* A written testimony; as, a marriage certificate. *Reservoir:* A place of storage; as, a water reservoir. *Privilege:* A right; as, the privilege of voting.

*Arithmetic.*—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.," after the answer to each problem.

1. This question comprises a test in adding numbers crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added. 2. Multiply 3.4 by 20.73, divide the product by 6.91 and to the quotient add the difference between 74 and 98.77. Change all common fractions to decimals and solve by decimals. 3. New Brunswick has 66,224 pupils enrolled in her elementary schools out of a population of 397,344. Saskatchewan has 36,225 pupils enrolled out of a population of 289,800. If the same per cent of the population were enrolled in Saskatchewan that is enrolled in New Brunswick, would Saskatchewan have to increase or decrease her present enrollment, and by how many per cent of the present enrollment? 4. A public square is surrounded by a walk which contains an area of 1 acre and is 2 rods wide, the walk being entirely outside of the square. What is the area of the square? 1 acre = 160 square rods. 5. Make an itemized statement of the following account as it should appear taken from the books of Vogel & Son; make a proper heading; close the account; and bring down the balance as it should have appeared June 1, 1911: During the month of May, 1911, Vogel & Son had the following transactions with Benton Van Riper: May 1, he owed them on account \$59.80. May 2, he gave them his note due in 10 months for \$42, receiving credit for its present worth, \$40. May 4, he sold them 648 pounds pork at 12½ cents per pound. May 5, he bought of them 216 bushels wheat at 97½ cents per bushel. May 22, he sold them 75,850 bricks at \$9.40 per thousand. May 16, he transferred to them by indorsement a note given him by John Doe, face of note \$900; accrued interest to date, \$36. May 23, he bought of them 880 pounds pork at 12½ cents per pound, agreeing to pay freight also at 16½ cents per 100 pounds, the freight to be prepaid by them. May 31, they sold him 14,560 pounds coal at \$6.90 per ton of 2,240 pounds.

*Penmanship.*—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fourth subject—report writing. No particular style of penmanship is preferred.

*Report writing.*—In this exercise the competitor is given a loose statement of facts, 400 to 500 words in length, which he is to summarize and arrange into an orderly, concise, and grammatical statement of the essential facts, consisting of not more than 200 words.

This exercise is designed to test the competitor's knowledge of simple English composition and his general intelligence. In rating the report, its errors of form and address, spelling, capitalization, punctuation, syntax, and style, and the arrangement, conciseness, and completeness of the report are considered.

*Copying and correcting manuscript.*—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

*Directions to the competitor:* Write a corrected copy of the manuscript herewith. Correct all errors in syntax, spelling, punctuation, and capitalization, write in full abbreviated words, etc., as indicated. Do not change or paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.





**Sec. 41. Second-grade subjects.**—1. **SPELLING:** Twenty words of average difficulty in common use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers, and common and decimal fractions. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting. 6. **GEOGRAPHY:** Questions relating to the boundaries of States and to capitals, largest cities, rivers and other bodies of water, and the location by States of prominent cities.

The following questions and tests, which have been used, indicate the general character of these subjects:

**Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

**Opponent:** One who opposes; as, a political opponent. **President:** The Chief Executive of the United States. **Conqueror:** One who conquers. **Wholesome:** Healthful; as, wholesome food. **Achieve:** To gain; as, to achieve success. **Tranquil:** Quiet or peaceful. **Detach:** To separate or remove; as, to detach a leaf from a book. **Expensive:** Very costly. **Decease:** Death; as, a person's decease. **Noticeable:** Worthy of notice; as, a noticeable occasion. **Suspicious:** Exciting suspicion; as, a suspicious circumstance. **Terrace:** A raised bank of earth. **Rapping:** Making a number of quick blows. **Language:** The speech of a people; as, the English language. **Schedule:** A list or inventory; as, a schedule of prices. **Tying:** Binding or fastening with a cord. **Vulgar:** Low or mean. **Course:** A way or track; as, a race course. **Salary:** A stated allowance paid for services. **Chicago:** A city in the United States.

**Arithmetic.**—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. Add the following (here will be given a short column of figures) and subtract 1,364,697,029 from the sum. 2. Multiply .9364 by 90 $\frac{1}{2}$  and divide the product by .4682. Change the  $\frac{1}{2}$  to a decimal before multiplying and solve by decimals. 3. A man bought a farm of 97 $\frac{1}{2}$  acres. He then sold 20 $\frac{1}{2}$  acres at a loss of \$67.50, receiving \$1,343.50 for the part sold. How much money did the entire farm cost him? 4. A jeweler paid \$201.60 for old gold at \$1.20 per pennyweight, and made it into rings weighing 3 $\frac{1}{2}$  pennyweights each. He sold the rings at \$6.50 each. How much more money did he get for the rings than he paid for the gold? 5. A man cut 98 boards, each 18 feet long and 16 inches wide, into palings each 3 feet long and 2 inches wide. He sold the palings for \$2.50 per hundred. How much money did the palings bring? Make no allowance for saw cuts.

**Letter writing.**—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter of not less than 125 words giving your views as to the advantages derived from free public libraries in the principal cities of your State.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

**Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

**Copying from plain copy.**—N. B.—Paragraph, spell, capitalize, and punctuate precisely as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

*Make an exact written copy of the following:*

The Government, no less than commercial enterprises, is benefited by the courtesy and decorum of officials and employees alike. The word gentleman is a homage to personal and incommunicable properties. The gentleman is a man of truth and in nowise dependent and servile. Beyond this fact of truth and real force, the word denotes good-nature or benevolence: manhood first, and then gentleness. Such a person is capable of taking the lead, yet has a broad sympathy which puts him in fellowship with crowds and makes effective his leadership. The man of bullying tendencies toward those less fortunately situated will fall of that effective leadership accorded gentlemen. Good manners may possibly show themselves formidable to the uncultivated man, but nevertheless aim to facilitate life and thus aid in dealing with people and in conversation.

**Geography.**—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west;

one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. (a) Name the capital of each of the following-named States: Washington, Michigan, Arkansas, Maryland, Massachusetts; (b) Name the most populous city in each of the following-named States: Pennsylvania, Oregon, Vermont, Louisiana, Illinois. 4. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, and Superior. 5. Name a river or other large body of water on which each of the following-named prominent cities is located: Jersey City; Little Rock; Duluth; Providence; Dubuque; Olympia; Charleston, S. C.; Toledo; Pierre; La Crosse.

**Sec. 42. Third-grade subjects.**—1. **SPELLING:** Twenty simple words in ordinary use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting.

The following questions and tests, which have been used, indicate the general character of these subjects:

**Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

**Sugar:** A sweet substance made from the juice of the sugar cane. **Pledge:** Something given as security. **Cashier:** One who has charge of money in a bank. **Figure:** A mark representing a number. **Carrying:** Conveying or transporting in any way. **Breadth:** The measure from side to side. **Sheet:** The amount of paper made in one body or piece; as, a sheet of paper. **Easily:** In an easy manner. **Frontier:** The border or limits of a country. **Patience:** The state or quality of being patient. **Guess:** The act of guessing; as, to guess at one's weight. **Threat:** The act of threatening; as, to make a threat. **Diamond:** A precious gem. **Visit:** To go to see; as, to visit a friend. **Repair:** To mend or make over; as, to repair clothes. **People:** The body of persons composing a nation; as, the American people. **Require:** To be in need of; as, to require money. **Grease:** Soft animal fat. **Answer:** To reply to; as, to answer a letter. **Exist:** To live; as, to exist in poverty.

**Arithmetic.**—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.," after the answer to each problem.

1. (This question will consist of a short column of figures to be added.) 2. Divide 2,408,568 by 4,732. 3. Multiply 8,643 by 608, and then subtract 98,746. 4. A merchant who spent \$225, bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at \$2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? 5. During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

**Letter writing.**—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter containing not less than 100 words stating some of the advantages now derived by mankind from the art of printing.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

**Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

**Copying from plain copy.**—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

*Make an exact written copy of the following:*

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters, the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service it will still be the duty of the department to transmit telegrams for the press at much lower rates than for private individuals.

**Sec. 43. Mechanical trades and other noneducational examinations for the Departmental and Indian Services.**—Application blanks for these examinations may be obtained from, and applications may be filed with, the United States Civil Service Commission, Washington, D. C., at any time. No educational tests are required, and it will

not be necessary for applicants to appear at any place for examination. Age, except where otherwise indicated, 20 years or over for the Departmental Service and 20 to 50 years for the Indian Service. Applicants who desire to apply for more than one position must file a separate application for each position desired. These examinations are primarily for the Departmental Service and the Indian Service, but eligibles may also be certified to other branches of the service. For a list of similar positions in the Engineer Department at large, see section 132; Lighthouse Service, see section 186; Navy-Yard Service, see section 204; Ordnance Department at large, see section 206; Quartermaster Corps, see section 224. An application for any mechanical trade or other noneducational position in the Departmental or Indian Service, other than those indicated in this Manual, will not be accepted until an examination for such a position is announced.

**In writing for application blanks applicants should state specifically the name of the position for which they desire to apply.**

Applicants for these examinations, except for the Indian Service, may sign their applications by mark if unable to write. Applicants for the Indian Service must execute their applications in their own handwriting and be able to speak the English language.

An applicant for a position in the Indian Service must attach to his application a statement showing the number of persons in his family who will require accommodations at the Indian school or agency in case the applicant receives appointment.

Each applicant for employment in the Departmental Service in the District of Columbia, except for the positions named hereafter in this paragraph, will be required to furnish the certificate of an officer, under his official impression seal, of the county of which the applicant claims to be a bona fide resident, showing that the applicant is at the time of making the application an actual bona fide resident of such county and the length of time he has been a resident thereof. An applicant failing to furnish such certificate or whose application fails to show that he has been a bona fide resident of and actually domiciled in the State claimed for at least one year next preceding the date of the application will not be certified for appointment in the apportioned Departmental Service in Washington, D. C. The following-named positions are not included in the apportioned service: Plate printer, canvas worker, leather worker, sewer, gardener, engraver, carpenter, cabinetmaker, painter, and plumber.

Applicants are requested to state in their applications the minimum salary they are willing to accept and also the localities in which they will accept appointment.

*As stated, no educational tests are required, but the following subjects are considered: Physical ability, and training and experience. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training and experience, 60.* The information on which the ratings are based must be furnished by the applicant in the application and examination blank. Care should be taken to furnish accurate and complete information in order that a sufficient basis may be had for rating the papers. Each question in the application and vouchers must be fully answered. The method of rating the different subjects of these examinations is as follows:

(a) **PHYSICAL ABILITY.**—An applicant without apparent physical disqualifications is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made proportionate deduction will be made from 98, according to the nature of the defects or disqualifications.

(b) **TRAINING AND EXPERIENCE.**—This subject will be rated upon the statements made by the applicant in his application, as corroborated by his vouchers and references. Consideration will be given to the date, length, quality, and character of the training and experience shown, and special consideration will be given experience which is continuous and recent. Applicants in stating their experience should

account for all of the time since they were first employed. No competitor will be eligible who fails to attain a rating of at least 70 per cent in this subject. Should a competitor fail in this subject, no credit will be given for physical ability.

In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendations other than those called for by the commission will be considered.

All competitors rated at 70 or more for the entire examination will be eligible for appointment, and their names will be placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more will be placed above those of persons who have not been allowed such preference.

Registers will be established quarterly, or more frequently if the needs of the service require it. Applications for the Departmental and Indian Services, to receive consideration for any particular quarter, must be filed in complete form not later than the 15th of March, June, September, or December, as the case may be. The registers, except where otherwise indicated, will be made up on or soon after the first of the next succeeding month. The period of eligibility is one year from the date of entering a name upon a register.

Application and examination form 1800 will be required for the following-named positions:

Baker.	Laundress.
Blacksmith.	Leather worker.
Blacksmith and horseshoer.	Machinist.
Blacksmith and wheelwright.	Mason (brick and stone).
Cabinetmaker.	Painter.
Canvas worker.	Plate cleaner.
Carpenter.	Plumber.
Cook.	Sawyer.
Dairyman. (Age, Indian Service, 21 to 50 years.)	Sewer.
Fireman (stationary).	Shoemaker.
Gardener. (Age, Indian Service, 21 to 50 years.)	Steam fitter.
Harness maker.	Tailor.
	Toolmaker.
	Wheelwright.

**Sec. 44. Specially announced examinations.**—In addition to the regularly scheduled examinations mentioned in this Manual, the commission is called upon very frequently to hold extra or specially announced examinations to fill positions of a technical or scientific character in which vacancies occur only at infrequent intervals, or for newly classified or newly created positions for which registers have not been established. When such examinations are to be held, they are announced in the widest possible manner in the effort to secure a sufficient number of applicants. Examinations of this kind are not held until eligibles are needed, and the commission can give no idea until that time as to the examination subjects. Such subjects are not decided upon and the questions prepared until the examinations are announced. Applications must be on the prescribed forms of the commission, and will not be accepted for examinations of this character until they are announced. It is useless, therefore, to request the commission to furnish application blanks for this purpose unless announcement of the examination desired has been published.

Persons who have special or technical qualifications and who desire to compete in examinations requiring such qualifications, and who advise the commission of the kind of examination desired, may have their names placed on file. Then, when an examination of the kind desired is to be held, the commission will endeavor to notify all persons who have so requested.

Examinations mentioned in this Manual as probably to be held in the spring of 1915 will not be held before that time unless the needs of the service so require, in which event they will be specially announced; otherwise they will be announced in the Manual for the spring, which may be secured upon application after January 15, 1915.

**Sec. 45. Acting assistant surgeon, Public Health Service.**—(See Physician examination, sec. 210.)

**Sec. 46. Agricultural inspector, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate. The examination will comprise certain obligatory subjects and the optional subjects named below.

Applicants must select one or more of the optional subjects. **THEY MUST SPECIFY IN THEIR APPLICATIONS, IN ANSWER TO QUESTION 1 OF FORM 2, ALL OF THE OPTIONAL SUBJECTS IN WHICH THEY WISH TO BE EXAMINED AND MUST DELIVER TO THE EXAMINER ON THE FIRST DAY OF THE EXAMINATION THE REQUIRED THESIS OR THESES.** The optional subjects are as follows: (1) AGRONOMY; (2) DAIRYING; (3) FARM ORGANIZATION; (4) FORAGE CROPS; (5) PLANT BREEDING.

The examination tests are identical with those in the same subjects in the Scientific assistant examination (see sec. 230). The requirements of the examination are also the same as for Scientific assistant. Entrance salary, \$1,400 per annum. (For further requirements see sec. 35.)

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 47. Aid, Bureau of Standards.**—Age, 19 to 24 years; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY ALGEBRA, GEOMETRY, AND TRIGONOMETRY, 30; GENERAL PHYSICS, 30; ELEMENTARY MECHANICAL DRAWING, 20; EDUCATION, TRAINING, AND EXPERIENCE, 20.

Graduation from a mechanical training, technical, or scientific school, or equivalent training in a scientific or technical laboratory, is a prerequisite for consideration for this position.

Each competitor must supply himself with a small drawing board, T square, triangle, ink, pens, pencils, drawing instruments, and a scale divided into sixteenths.

The entrance salaries for this position range from \$600 to \$720 a year.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 48. Aid, Coast and Geodetic Survey.**—The position of deck officer will also be filled from this examination. Age, 18 to 25 years; application form, 1312; time allowed, two days of six hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. The medical certificate in the application for this examination must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. *This certificate must not be executed by the family physician of the applicant.* The medical officer should indicate his rank or official designation on such certificate.

No one will be permitted to take the mental examination who has any defect of sight or other physical defect. After an eligible has received an appointment and before he is permitted to take the oath of office, he may, at the discretion of the Superintendent of the Coast and Geodetic Survey, be required to pass an additional physical examination before an officer of the Public Health Service.

Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS: Including geometry (plane and solid), algebra, trigonometry, analytics, and

the elements of calculus, 15; **PRACTICAL COMPUTATIONS:** Involving the use of logarithmic tables, or a slide rule, 15; **ASTRONOMY:** Elementary questions in spherical and general astronomy, with special reference to determination of latitude, longitude, and azimuth, and use of field instruments, 10; **PHYSICS:** Elementary questions in optics, magnetism, etc., 10; **SURVEYING:** Elementary questions in plane and geodetic surveying, and use of field instruments, 10; **MODERN LANGUAGES:** Competitors may select one of the following: French, German, Spanish. Extracts of about 125 words are given for translation into English, 10; **DRAWING AND DESCRIPTIVE GEOMETRY:** A short test in topographic drawing and lettering is given with elementary questions on the principles of projection, 10; **TRAINING AND EXPERIENCE,** rated on application form, and corroborative evidence, 20.

The supply of eligibles for this position has not been equal to the demand.

Applicants should come to the examination room provided with two small triangles, right-line pen, drawing ink, pens, and tracing paper, for use in the examination on the subject of drawing and descriptive geometry. A slide rule may be used in connection with the work in the subject of practical computations.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 49. Aid, Lighthouse Service.**—Age, 21 to 30 years; application form, 1312, including the medical certificate; time allowed, two days of seven and four hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS AND APPLIED MECHANICS,** 30; **CIVIL, MARINE, OR MECHANICAL ENGINEERING OR NAVAL ARCHITECTURE (ship work),** 30; **MECHANICAL OR ARCHITECTURAL DRAWING,** 20; **TRAINING AND EXPERIENCE,** 20.

The questions in this examination will be such as any competent graduate in civil or mechanical engineering should be able to answer satisfactorily. A slide rule may be used in connection with the work in the subject of mathematics and applied mechanics.

Applicants who are graduates in civil or mechanical engineering or who are in their senior year in the civil or mechanical engineering course of a technical school, or those who have had at least three years of satisfactory practical engineering experience in addition to a good general education, will be admitted to this examination; those whose education or experience does not fulfill any one of these minimum requirements will not be admitted. Higher ratings in training and experience will be given those who are graduates, who are graduates with experience, or who have had more extended practical experience.

The salary of aids in the Lighthouse Service is \$1,380 a year. It is the intention of the Lighthouse Bureau to appoint to this position with the view of training appointees to fill the positions of assistant superintendent and superintendent by promotion when vacancies in these positions occur. Appointees will be assigned to duty at the Lighthouse Depot, Tompkinsville, Staten Island, N. Y., at first.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 50. Alaskan railway.**—Persons desiring information concerning employment in connection with the construction of the Alaskan railway should apply to the Alaskan Engineering Commission, Interior Department, Washington, D. C.

**Sec. 51. Animal husbandman, Bureau of Animal Industry, Department of Agriculture.**—The senior animal husbandman examination will be held only when eligibles are needed. (See sec. 44; also Scientific assistant examination, sec. 230.)

**Sec. 52. Apprentice fish culturist, Bureau of Fisheries.**—Age, 20 to 40 years; application form, 1312; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all second grade, see sec. 41); TRAINING AND EXPERIENCE, 20.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for high-school or college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Laborer, \$600 to \$900 a year; laborer, car service, \$720 a year; and skilled laborer, \$720 to \$960 a year. The usual entrance salary is \$600 a year.

Persons appointed as a result of this examination will not be eligible for promotion to higher grades until they have passed the fish-culturist examination. (See sec. 143.)

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 53. Apprentice map engraver.**—Age, 16 to 18 years. A person who is serving his apprenticeship or is undergoing training as a map engraver will be permitted to file an application for apprentice map engraver without regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for certification and selected during that period. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 35. Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time, it will be announced.

**Sec. 54. Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing.**—Age, 16 to 18 years; application form, 304, including medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); ELEMENTARY PHYSICS, 20; MECHANICAL DRAWING, 35.

Applicants must have had theoretical and practical training of a mechanical character in metal work, such as is usually acquired in manual training schools or similar institutions or in occupations that give training in the handling of tools and machinery requiring great precision and accuracy in measuring and adjustment. Applicants whose training has been acquired in schools must furnish certificates from the school authorities showing the character of the work done and the proficiency attained by the student. Other applicants must furnish vouchers of employers as to their attainments acquired in private establishments.

Competitors must provide themselves with drawing instruments and drawing board, ink, triangles, scales, and other necessary material except paper.

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

**Sec. 55. Apprentice plate printer, Bureau of Engraving and Printing.**—Age, 16 to 18 years. No person will be certified for appointment to the position of apprentice plate printer who has reached his eighteenth birthday. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all

third grade, see sec. 42); **TRAINING AND EXPERIENCE** (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought), 25.

The physical condition of applicants will be considered.

This examination will be held on July 22, 1914.

**Sec. 56. Architectural designer, Supervising Architect's Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 57. Assistant, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on August 27, 1914.

Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed for the required subjects, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Three hours will be allowed for each optional subject taken. The order in which the optional subjects will be given will be determined at the time of the examination and can not be furnished in advance.

The required subjects of examination and relative weights on a scale of 100 are as follows: **THESES**, 500 words to be written on one of two topics given, 20; **CORRECTION OF ROUGH DRAFT MANUSCRIPT**, 200 words, 15; **MATHEMATICS**, arithmetic, algebra, including quadratics, and plane geometry, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, 15; **GENERAL HISTORY AND GEOGRAPHY**, 10; **COLONIAL GOVERNMENT AND ADMINISTRATION**, general questions, 10; **POLITICAL ECONOMY**, general principles, 5; **TRAINING AND EXPERIENCE**, 10.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the required subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state in answer to Question 1 of his application the optional subjects in which he desires examination.

(1) **ACCOUNTING**, expert; (2) **AGRICULTURE**; (3) **AUDITING OF ACCOUNTS**, practical questions on; (4) **BOOKKEEPING**, tests in journalizing and making a balance sheet; (5) **BOTANY**; (6) **CHEMISTRY**; (7) **CIVIL ENGINEERING**; (8) **EDUCATIONAL METHODS**; (9) **ELECTRICAL ENGINEERING**; (10) **FINANCE**; (11) **FORESTRY**; (12) **GEOLOGY**; (13) **HIGHER MATHEMATICS**, up to and including calculus; (14) **LANGUAGE**, Spanish; (15) **LAW**, common; (16) **LAW**, international; (17) **LAW**, Roman or civil; (18) **LAW**, land, of the United States; (19) **LAW**, mining, of the United States; (20) **MECHANICAL ENGINEERING**; (21) **MINERALOGY**; (22) **MINING ENGINEERING**; (23) **PHYSICS**; (24) **THEORY AND PRACTICE OF STATISTICS**.

The maximum rating attainable in each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Eligibility in the optional subjects tends to increase the prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required subjects, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Bureau of Forestry



requiring a knowledge of forestry a requisition ~~would probably be made for eligi-~~bles who have shown the most proficiency in this subject and who have also passed the required subjects.

The majority of the assistant eligibles are considered for positions in the Bureau of Education. Most of the eligibles resulting from this examination who have the necessary qualifications of a teacher and are willing to accept appointment as such are selected. The work of the American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades nearly all appointments from this register are being made at an entrance salary of \$1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of bureaus or offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools. (For further requirements, see sec. 35.)

**Sec. 58. Assistant dairyman.**—This examination will be held only when eligibles are needed. (See sec. 44; also Scientific assistant examination, sec. 230.) The position of dairy inspector will be filled from this examination.

**Sec. 59. Assistant engineer, Reclamation Service.**—Age, 25 to 45 years; application form, 1312. The medical certificate in the application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Applicants for the position of assistant engineer must have had at least four years' practical experience in engineering. A technical training in college will be counted as two years' experience. Time allowed, two days of seven and three and one-half hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams,

retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 15; TRAINING AND EXPERIENCE, 40.

The tests in the first three subjects are identical with those given in the examination for junior engineer (see sec. 172). The rating in training and experience will be based upon general experience in civil engineering and technical description in detail of some important work upon which the competitor has been engaged. This description may be prepared afterwards and mailed to the commission within five days after the examination, or, if the competitor desires, he may prepare it in the time remaining on the second day.

Applicants whose training and experience is found insufficient for this examination may be admitted to the junior engineer examination if the training and experience shown is sufficient for that examination.

From this examination an eligible list will be established from which to appoint assistant engineers at salaries of \$1,500 a year and upward. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for assistant engineer may be placed on the register for junior engineer if his ratings are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 80. Assistant examiner, Patent Office.**—Age, 20 years or over; application form, 1312; time allowed, three days of six hours each. Subjects 1 and 2 will be given on the first day, subjects 3 and 4 on the second day, and subjects 5 and 6 on the third day. Subjects of examination and relative weights of subjects on a scale of 100: PHYSICS, embracing the requirements of a general college course, 20; MATHEMATICS, including one or two questions each in arithmetic, algebra, plane geometry, plane trigonometry, analytics, and differential calculus, 10; TECHNICS, covering the general field of mechanics, mechanic arts, industrial arts and processes, and applied chemistry, 20; CHEMISTRY, inorganic, including qualitative analysis, and elementary organic, 20; MECHANICAL DRAWINGS, 20; FRENCH OR GERMAN, 10.

A competitor must attain a rating of at least 40 in each subject of this examination and a general average of at least 70 in the whole examination in order to become eligible for appointment.

In physics, chemistry, and mathematics 10 questions are given, and in technics 15, of which the competitor is required to answer 5 only in each subject.

Under the subject "Mechanical drawings" the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case describe (1) the views, (2) the construction, and (3) the operation of the machine represented in such technical terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the Rules of Practice of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German" two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) A Scientific French Reader, by Alexander W. Herdler, published by Ginn & Co.; (2) A Scientific French Reader, by Francis Harold Dike, published by Silver, Burdett & Co.; (3) A Scientific German Reader,

by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) A German Scientific Reader, by J. Howard Gore, Ph. D., published by Heath & Co. The competitor must select and make translations, without the aid of a dictionary, of any two of the exercises in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject, owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 61. Assistant geologist, Geological Survey.**—(For description, see *Geologic aid*, sec. 149.)

**Sec. 62. Assistant inspector of boilers.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 188.)

**Sec. 63. Assistant inspector of hulls.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 189.)

**Sec. 64. Assistant observer, Weather Bureau (formerly observer examination).**—Unmarried men only will be admitted to this examination. Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PENMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 40) and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 in the subjects of meteorology and English composition on a meteorological subject, with the relative weights indicated, the remaining subjects will not be rated.

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 65. Assistant topographer.**—(See Junior topographer, sec. 174, and *Topographic aid*, sec. 264.)

**Sec. 66. Attendant, Government Hospital for the Insane.**—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 67. Bookbinder (men only), Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1820; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Forms 304 and 1820, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge

gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in the most of these specialties. Applicants for book-binder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

Sec. 63. Bookkeeper (men only), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will not be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

#### PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

##### *First exercise.*

**INSTRUCTIONS.**—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1905. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, \$7,800; cash in safe, \$2,067.50; merchandise, \$4,768; real estate, \$9,750; an account against William Rose, \$2,360; a note given by James Wilson for \$1,287.50, due in six months without interest, accounted at its present worth, \$1,250.

His liabilities were an account due John West, \$2,976; a note for \$900 due Arthur Moore, accrued interest to date, \$27.50; an acceptance at fifteen days for \$840, dated February 15, 1905, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros., merchandise, \$5,400. Gave in payment a note at six months, interest, \$90, included in face of note; face of note, \$3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, \$2,600. Received in payment the acceptance mentioned in liabilities, \$840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for \$13,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, \$600.

March 25. Bought of James Wilson, merchandise, \$2,480. Gave in payment his note mentioned in resources. Face of note, \$1,287.50; present worth, \$1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, \$3,600. Received in payment a sight exchange for \$800 on New York accepted at  $\frac{1}{8}$  per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in liabilities. Face of note, \$900; accrued interest to date, \$31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note \$800, discount \$24.

##### *Second exercise.*

From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, \$5,400; real estate, \$7,600; unused office stationery, \$20.75. The balance of the cash account, as shown by the ledger, was \$3,640, and the balance of the bills payable account was \$2,365. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), \$970; merchandise, \$12,800; real estate, \$8,000; Traders' Bank, \$4,780.25; bills receivable, \$4,620; expense, \$90.25; interest and discount, \$148.60; Joshua Miller, \$2,897.50.

Credit footings: Charles Martin (proprietor), \$6,797.85; merchandise, \$7,800; real estate, \$120; Traders' Bank, \$3,600; bills receivable, \$3,640.75; interest and discount, \$197.80; Joshua Miller, \$— (amount to be supplied by the competitor).

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 69. Bookkeeper, Field Service.**—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 36.)

**Sec. 70. Bookkeeper, Panama Canal Service.**—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Panama Canal, examination. (See sec. 90.)

**Sec. 71. Bookkeeper, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 68), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING AND EXPERIENCE, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. (For further requirements see sec. 35.)

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 72. Cadet, Military or Naval Academy.**—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., or that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War or the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

**Sec. 73. Cadet, Revenue-Cutter Service.**—For information in regard to appointment to this position address the Secretary of the Treasury, Washington, D. C.

**Sec. 74. Cadet engineer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from \$660 to \$780 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 75. Cadet officer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be

examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this position should have a good general school education, and theoretical and practical knowledge of navigation such as is taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from \$600 to \$720 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a slide rule, a Nautical Almanac for 1912 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator *will not be permitted*.

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 76. Chemist.**—This examination will be held only when eligibles are needed. (See sec. 44. Also Junior chemist, sec. 167.)

**Sec. 77. Chinese inspector, Immigration Service.**—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 44 and 155.)

**Sec. 78. Chinese watchman.**—This position is filled from the subclerical examination.

**Sec. 79. Civil engineer, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field work required in civil engineering and not covered in subject 1, 30; DESIGN AND CONSTRUCTION, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; TRAINING AND EXPERIENCE (see sec. 31 for time of filing application), 25.

**NOTE.**—An applicant who has not had at least five years' good experience in civil engineering work will not be admitted to the examination. Graduation in civil engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 182.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that the examination for the position of civil engineer, Departmental Service, will be held before the spring of 1915. Should an examination be held before that time it will be announced. Examinations will be held in the fall of 1914 for civil engineer and draftsman (see sec. 82), and junior engineer (civil), Engineer Department at large (see sec. 170).

**Sec. 80. Civil engineer, Geological Survey.**—(See Hydrographic engineer, Geological Survey, sec. 154.)

**Sec. 81. Civil engineer, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the Departmental Service (see sec. 79), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from \$1,400 to \$6,000 a year. The majority of appointments are made at salaries of \$1,400, \$1,600, and \$1,800 a year, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required. (For further requirements, see sec. 35.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 82. Civil engineer and draftsman.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted. (See sec. 79.)

All eligibles in the civil engineering subjects who receive a rating of not less than 70 per cent in the drawing test will be eligible as civil engineers and draftsmen. Those who fail to receive a grade of 70 per cent in the drawing will not be eligible as a result of this examination. In determining the average percentage, the subjects of the civil engineer examination will be given a weight of 60 and the subject of drawing 40. (See note under sec. 79 for requirements for admission to this examination, and sec. 31 for time of filing application.)

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 83. Civil engineer and superintendent of construction, Quartermaster Corps.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. First day, subjects 1 and 2; second day, subject 3. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics up to and including calculus, 15; THEORY AND PRACTICE OF SURVEYING AND USE AND CARE OF INSTRUMENTS, comprising transit, including stadia work, level, plane table, rods, chain, tape, etc., surveying, leveling, and other field work required in civil engineering, 25; BUILDING CONSTRUCTION, SPECIFICATIONS, etc., involving good knowledge of all materials employed in first-class buildings and of details of construction and of specifications, 35; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

In order to be rated 70 per cent or over in training and experience, applicants must have had at least one year's experience in architectural construction and its supervision on the ground. In addition, a good scientific education and some practical experience in civil engineering are necessary. The duties include supervision of the erection of army post buildings (barracks, officers' quarters, storehouses, etc.), the laying out of grounds, construction of roads, sewers, etc., and, at seacoast posts, wharves.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 84. Civil engineer student, Office of Public Roads, Department of Agriculture.**—Age, 20 years or over; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND MECHANICS, pure and applied, 50; SURVEYING, CONSTRUCTION, AND MATERIALS OF CONSTRUCTION, 50.

An educational training equivalent to that required for graduation in civil engineering from a recognized school or college, or the fact that applicants are senior students in such an institution and expect to receive a degree in civil engineering prior to July 1, is a prerequisite for consideration for this position. In the case of such senior students, failure to receive a civil engineering degree prior to July 1 will disqualify an applicant for appointment.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 85. Civil and electrical engineer, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 86. Civil and electrical engineer, Philippine Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 87. Classified laborer, Government Hospital for the Insane.**—Apply for information concerning employment in the position of classified laborer to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 88. Clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 40).

Competitors who fail to attain a rating of at least 70 in arithmetic or 65 in report writing will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register (see sec. 91) is used in preference to the register resulting from the clerk examination described in this section.

The Clerk examination will not be held in connection with the fall series of examinations. Should an examination for positions in Washington, D. C., be necessary before the spring of 1915 it will be specially announced.

**Sec. 89. Clerk, Forest Service.**—(See Forest and field clerk, sec. 147.)

**Sec. 90. Clerk, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including the medical certificate. The county officer's certificate in the application form need not be executed. Time allowed, four and one-half hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which of the optionals given below they desire to take, and additional time as indicated will be allowed for the optionals in which examination is given.

Applicants for the optional subject Bookkeeping must have had experience with revenue or disbursing accounts of the United States Government or experience with the accounts of large corporations or business concerns doing a considerable business.



**Each applicant for the optional subject General Business Experience or Timekeeping Experience will be required to file with his application at least one and not more than three testimonials from recent employers under whom the experience claimed has been gained, written on business letterhead.**

Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING** (second grade, see sec. 41), 10; **ARITHMETIC**, slightly more difficult than the second grade, 20; **LETTER WRITING** (second grade, see sec. 41), 20; **PENMANSHIP**, 15; **COPYING FROM PLAIN COPY**, including tabular matter, 15; **TIME** (time consumed in examination), 20.

In rating the element of time a credit of 70 will be given if the basis subjects of the examination are completed in four and one-half hours, which is the maximum time allowed. For each interval of five minutes less than the maximum time a credit of 1 in addition to 70 will be given. For completing the examination in two hours or less the maximum rating of 100 will be given. No credit will be given for time unless the average percentage on the remaining subjects is at least 70.

In addition to attaining an average percentage of 70 or more on the above subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) **TYPEWRITING**, including the typewriting tests of the examination for stenographer and typewriter, Panama Canal Service. The typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 236 and 269 for description of tests.) Time not to exceed one hour and ten minutes. **The Commission is advised that it is expected that most of the future appointments of clerks at a salary of \$100 a month will be of eligibles with a knowledge of typewriting.** (2) **BOOKKEEPING**, including the practical tests of the bookkeeper examination (see sec. 68). Time not to exceed two hours. (3) **GENERAL BUSINESS TRAINING AND EXPERIENCE**, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. (4) **TIMEKEEPING TRAINING AND EXPERIENCE**, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.

The order in which the optional subjects will be given will be determined at the time of the examination and can not be indicated in advance. A second day may be required for these subjects. No credit will be given for an optional in which the rating is less than 70 per cent. (For further requirements see sec. 34.)

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects and certain optional subjects combined, giving the basis a weight of 2 and each optional considered a weight of 1; (2) of eligibles having the highest ratings on certain optional subjects who have also passed on the basis subjects; (3) of eligibles having the highest total ratings on the basis and optional subjects combined.

Eligibles qualified in typewriting and in bookkeeping are especially desired.

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

**Sec. 91. Clerk, stenographic, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: 1. Stenography, 15; 2. Copying and spacing, 5; 3. Copying from rough draft, 4; 4. Copying from plain copy, 3; 5. **TIME** (consumed in subjects 2, 3, and 4, combined), 8 (the foregoing tests will be the same

as for the stenographer and typewriter examination, see sec. 236); 6. Penmanship, 10; 7. Report writing, 25 (1st grade, see sec. 40); 8. Arithmetic, 25 (1st grade, see sec. 40); 9. Geography and civil government of the United States, 5 (see sec. 40). It will be observed that at least a fair knowledge of stenography and typewriting is required in order to attain eligibility in this examination.

Persons applying for this examination should specify in their applications the "*stenographic clerk*" examination.

Competitors who attain ratings of at least 70 in the subject of arithmetic and at least 65 in the subject of report writing, and an average percentage of at least 70 in the entire examination, with the relative weights indicated above, will have their names placed on the register for stenographic clerk.

Competitors who attain a rating of at least 70 in the subject of stenography, and an average percentage of at least 70 in the second, third, fourth, and fifth subjects, and an average percentage of at least 70 in the first eight subjects, with the relative weights shown under the stenographer and typewriter examinations (secs. 237 and 267), will have their names placed on the register for stenographer and typewriter when such action does not conflict with eligibility from another stenographer and typewriter examination.

Competitors who attain a rating of at least 70 in the subject of stenography and an average percentage of at least 70 in the first, third, sixth, seventh, and eighth subjects, with the relative weights shown under the stenographer examination (sec. 237), will have their names placed on the register for stenographer, when such action does not conflict with eligibility from another stenographer examination.

Competitors who attain an average percentage of at least 70 in the second, third, fourth, and fifth subjects combined, and an average percentage of 70 in those subjects combined with the sixth, seventh, and eighth subjects, with the relative weights shown under the typewriter examination (sec. 267), will have their names placed on the register for typewriter when such action does not conflict with eligibility from another typewriter examination.

Competitors who attain ratings which entitle them to have their names entered on more than one of the registers mentioned above will have their names placed on all the registers for which they may be eligible, provided such action in any case does not conflict with eligibility from another examination. Appointment will remove a name from all the registers.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register is used in preference to the register resulting from the examination for clerk. (See sec. 88.)

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination. Eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

This examination will be held in the fall of 1914. (See secs. 1 and 2.)

**Sec. 92. Commission of Fine Arts.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 93. Composer, Government Printing Service.**—(See Printer examination, sec. 219.)

**Sec. 94. Computer, Coast and Geodetic Survey.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the

second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **PURE MATHEMATICS**, including geometry (plane and solid), algebra, trigonometry (plane and spherical), analytics, and calculus, all as covered in the higher-class textbooks, 40; **PRACTICAL COMPUTATIONS**, questions involving elementary mathematical knowledge and designed principally to test ability to use tables of logarithms and to make calculations quickly and correctly, 40; **TRAINING AND EXPERIENCE**, 20.

The use of a slide rule will not be permitted in this examination.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 95. Computer, Nautical Almanac Office and Naval Observatory, Navy Department.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **PURE MATHEMATICS**, including geometry (analytic, plane, and solid), algebra, trigonometry (plane and spherical), and calculus, all as covered in the higher class of textbooks, 40; **ASTRONOMY**, elementary questions in spherical and general astronomy, 20; **PRACTICAL COMPUTATIONS**, involving mathematical and astronomical knowledge, as indicated under the subjects of pure mathematics and spherical astronomy, but especially designed to test the competitor's ability to use tables of logarithms quickly and correctly, 40.

The use of a slide rule will not be permitted in this examination.

The supply of eligibles for this position has not been equal to the demand.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 96. Computer and estimator, Supervising Architect's Office.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATERIALS AND CONSTRUCTION**, involving technical and practical knowledge of materials, elementary principles of architecture, and details of approved methods of construction, 20; **SPECIFICATIONS**, involving ability to write clear and short specifications, and to interpret them, 25; **ESTIMATING**, involving both quantities and prices, 20; **TRAINING AND EXPERIENCE**, 35.

No applicant will be admitted to this examination who does not receive a rating of 70 per cent or over in training and experience. The minimum qualifications in this subject which will entitle an applicant to enter the examination are a good general education and not less than two years' experience in practical architectural or construction work, and in the writing or interpretation of specifications and in estimating with either an architect, engineer, or a contractor engaged in first-class construction work. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary of more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on September 9, 1914.

**Sec. 97. Confidential agents.**—(See secs. 232 and 235.)

**Sec. 98. Consular Service.**—Applicants for appointment to positions in the Consular Service should address the Secretary of State, Washington, D. C.

**Sec. 99. Custodian Service.**—This service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. In cities in which there are Federal buildings, except Washington, D. C., the positions of assistant custodian, assistant custodian-janitor; engineer (steam),

first, second, and third class; elevator conductor, fireman, janitor, watchman, and similar positions for such public buildings are in the Custodian Service. Registers are made up for each city; and applicants who pass the examination have their names entered upon a register of eligibles and are certified for appointment to positions in the Federal building of that city when vacancies exist. Examinations are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the board of examiners at the Federal building in which employment is desired.

**Sec. 100. Customs Service.**—Apply for information concerning examinations for this service to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 36.)

**Sec. 101. Deputy United States marshal.**—(See provision of urgent deficiency act, approved October 22, 1913, in sec. 163.)

**Sec. 102. Diplomatic Service.**—Applicants for appointment to positions in the Diplomatic Service should address the Secretary of State, Washington, D. C.

**Sec. 103. District health officer.**—(See Physician, sec. 210.)

**Sec. 104. District inspector of locomotive boilers.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 105. Draftsman, apprentice, Ordnance Department at large, War Department.**—Age 17 to 21 years; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Applicants must indicate in their applications that they have had training and actual experience in mechanical drafting, obtained either in the drafting room of a manufacturing establishment, in drafting classes of day or night schools, or in drafting courses of correspondence schools. They must also indicate that they are familiar with the use of drawing materials, instruments, and the equipment of a mechanical drafting room. The applicant's statement in his application should indicate fully the training and experience he has had in drafting work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 36 and 206.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

**Sec. 106. Draftsman, architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of eight hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING AND DESIGN, involving the drawing of plans, elevations, and details for modern first-class buildings to scale according to given specifications, 30; FREE-HAND DRAWING, ORNAMENT AND PROJECTION, involving ability to make free-hand perspectives, large-scale free-hand drawings of styles of exterior and interior decoration and shadow casting, etc., 20; BUILDING MATERIALS AND CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings, of details of construction, and of specification forms for such work, 20; TRAINING AND EXPERIENCE, 30. Applicants will be allowed to bring tracing paper to the examination room for use in this examination.

Applicants who have had training and experience indicated below under (a) or (b) will be given ratings of 70 or more in that subject and will be admitted to the examination: (a) Graduates from approved technical schools in architecture, without other experience; (b) persons having not less than five years' experience in good architectural office work. Special training short of graduation in architecture will be considered equivalent to not more than two years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position ranges from \$1,200 to \$2,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,200. Competitors should indicate the minimum salary they are willing to accept.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 107. Draftsman, clerk, Land-Office Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of six hours each. The first four subjects will be given on the first day and the fifth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 40), 10; ARITHMETIC AND ELEMENTARY MATHEMATICS, questions involving ordinary school arithmetic and elementary questions in plane geometry and mensuration, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 10; PUBLIC-LAND SURVEYING, 20; DRAWING AND LETTERING, a specimen showing part of a land-office plat is given for reproduction to a certain scale, 40.

Persons who pass this examination will be eligible for appointment to clerical or draftsman positions in the Land-Office Service only in offices outside of the District of Columbia.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 108. Draftsman, copyist ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, six hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including arithmetic, elementary geometry, mensuration, and algebra, 30; DRAWING AND TRACING, 40; EDUCATION, TRAINING AND EXPERIENCE, 30.

Applicants must have had a good common or high school education, including instruction in elementary mathematics and drawing.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in this position in the Bureau of Construction and Repair, Navy Department, Washington, D. C., and at navy yards and other establishments of the Navy Department outside of Washington, D. C., at entrance salaries ranging from \$2 to \$2.80 a day. (See sec. 17.)

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 109. Draftsman, copyist topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and five hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING, a specimen of topographic drawing will be given for reproduction in india ink, 60; LETTERING, tests of numbers and of short words in different styles of lettering are given, 50. The tests in drawing and lettering are identical with those given in the topographic draftsman examination. Competitors who take both examinations will take these tests but once. No submitted drawings will be accepted. (See sec. 118.)

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 110. Draftsman, engineer.**—(See Engineer and draftsman, structural, sec. 130.)

**Sec. 111. Draftsman, heating and ventilating.**—(See Engineer and draftsman, heating and ventilating, sec. 129.)

**Sec. 112. Draftsman, hull, Lighthouse Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 113. Draftsman, junior architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days

of seven and eight hours, respectively. The first two subjects will be given on the first day and the remaining subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, elementary questions in materials and details of construction, 15; FREE-HAND DRAWING AND PROJECTION, elementary questions involving ability to draw perspective views, plans, and elevations of regular solids, examples of decoration, cast shadows, etc., 25; DRAWING, involving ability to draw neatly and correctly to scale, 40; TRAINING AND EXPERIENCE, 20.

Applicants who have had training and experience indicated below under (a), (b), or (c) will be given ratings of 60 or more in that subject and will be admitted to the examination: (a) Persons in their third year of an architectural course in an approved technical school; (b) persons who have taken a complete course in architecture in a correspondence school and have in addition had some suitable experience or study; (c) persons who have had not less than three years' experience in an architect's office.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 60 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$840 or \$1,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$840. Competitors should indicate the minimum salary they are willing to accept.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 114. Draftsman, junior engineer, Engineer Department at large.**—Age, 18 years or over; application form, 1312; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: COMPUTATIONS, MATERIALS, AND STRUCTURAL DETAILS, 35; DRAWING AND DESIGN, 40; TRAINING AND EXPERIENCE, 25.

Applicants should have had at least a high-school education; should have had at least five years' experience as draftsman, two of which should have been on design; should be familiar with calculations, structural details, and shop practice in structural steel and reinforced concrete; and should be capable of preparing working drawings from the calculations and from written specifications and rough notes.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 31 for time of filing application.)

Competitors should provide themselves with a slide rule and drawing materials, other than paper, including a drawing board not less than 15 inches square. They should also bring to the examination room a Cambria, Carnegie, or other similar handbook for use in case it is allowed. If the use of a handbook is permissible it will be stated on the examination papers.

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

**Sec. 116. Draftsman, mechanical, Ordnance Department at large, War Department.**—Age, 18 years or over; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 36 and 206.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

**Sec. 116. Draftsman, mechanical, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of seven hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MACHINE DESIGN, including arithmetic, algebra to quadratics, geometry, mensuration, logarithms, use of tables, elementary problems in mechanics, use of slide rule, materials used in machine construction, and practical calculations involving the interpretation of formulas and the correct working out of results in special cases, 30; DRAFTING, involving competent knowledge of machine construction and the ability to draw neatly to scale, 35; TRAINING AND EXPERIENCE, 35.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 31 for time of filing application.)

Competitors who attain over 80 per cent in training and experience will be rated as first-class draftsmen; those who attain 80 per cent or under will be rated as second-class draftsmen. Eligibles in the first class are eligible to second-class positions and may be given preference in making appointments thereto, provided they state in their applications their willingness to accept appointment to the lower position.

First-class draftsmen must indicate in their applications that they have had not less than three years' good drafting-room experience, and in addition shopwork experience or on machine construction. A technical school training in mechanical engineering will be equivalent to two years' practical work.

Second-class draftsmen must indicate in their applications that they have had not less than two years in drafting room, or one year in drafting and one year in the shop or on construction. A technical school training in mechanical engineering will be accepted as equivalent to the two years' practice.

Competitors in this examination are allowed the use of a slide rule. They should also bring to the examination room Kent's or Supplee's Mechanical Engineer's or similar handbook for use in case it is allowed.

Applicants must be physically sound and in good health. (For further requirements see sec. 34.)

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.) It will also be held beginning on July 22, 1914.

**Sec. 117. Draftsman, ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively, for each grade. Two grades of examination will be given for ship draftsmen.

*Grade 1.*—Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, pure and applied, covering arithmetic, simple geometry, mensuration (including the use of Simpson's rules), simple algebra, 20; MATERIALS AND DETAILS OF SHIP CONSTRUCTION, 20; DRAWING AND TRACING, 20; EDUCATION, TRAINING, AND EXPERIENCE (see sec. 31 for time of filing application), 40.

*Grade 2.*—Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, pure and applied, covering geometry, mensuration, algebra, plane trigonometry, and use of logarithmic tables, 20; METHODS, MATERIALS AND SYSTEMS OF SHIP CONSTRUCTION, 20; DRAWING AND SCALE DIMENSIONED SKETCHES, 20; EDUCATION, TRAINING, AND EXPERIENCE (see sec. 31 for time of filing application), 40.

As a prerequisite for these positions applicants must, in addition to having a fair general education, be, for *grade 1*, graduates of or senior students in technical schools of good standing, or have had not less than three years' experience in shopwork of which at least one year shall have been in the drafting room; or be, for *grade 2*, graduates of a technical school of good standing with two years' experience in shopwork or drafting, or have had not less than five years' experience in shopwork of which three years shall have been in the drafting room.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in these positions in the Navy Department, Washington, D. C., and navy yards and other establishments of the Navy Department outside of Washington, D. C. The entrance salary for grade 1 ranges from \$3.23 to \$4 a day; for grade 2, from over \$4 to \$5.04 a day. Persons appointed from this examination are eligible to promotion in the service of the Navy Department to salaries of \$7.52, \$8, and, in a few cases, as high as \$10 and \$12 a day, depending upon the efficiency shown. (See sec. 17.)

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 118. Draftsman, topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the second and third subjects on the second day. Not more than five hours on the second day will be allowed for the work on lettering. The test in mathematics will be given on completion of the lettering test. No submitted drawings will be accepted. Subjects of examination and relative weights of subjects on a scale of 100: **DRAWING**, a specimen of topographic drawing will be given for reproduction, in india ink, 35; **LETTERING**, tests of short words in different styles of lettering, and numbers are given, 35; **MATHEMATICS**, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 30.

The tests in drawing and lettering will be identical with the copyist topographic draftsman examination, so that those who intend to qualify both as topographic draftsmen and as copyist topographic draftsmen will take these tests but once and need file but one application, but should state therein that they desire both examinations. (See sec. 109.)

All competitors who attain an average percentage of 70 or more in the subjects of drawing and lettering will be eligible as copyist topographic draftsmen, and all who attain an average percentage of 70 or more in those subjects and a general average of at least 70 per cent in those subjects combined with mathematics, will also be eligible as topographic draftsmen.

The supply of eligibles for this position has not been equal to the demand.

All topographic draftsman positions in the departments in Washington are filled from this register, or, if there are no eligibles thereon, from the copyist topographic draftsman register.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 119. Draftsman, topographic, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of six and five hours, respectively. The first and second subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY MATHEMATICS**, comprising geometry, trigonometry, algebra, and mensuration, 20; **PLOTTING FROM FIELD NOTES**, 30; **DRAWING AND LETTERING**, 30; **TRAINING AND EXPERIENCE**, 20.

Applicants must indicate in their applications that they have had at least three years' experience in civil engineering work, or are graduates in civil engineering from a reputable school.

Competitors who attain an average rating of less than 70 in the second and third subjects will not be eligible for appointment, and the remaining subjects of their examination will not be considered.

Each competitor should bring for use in the examination a protractor of radius  $2\frac{1}{2}$  to 4 inches showing  $\frac{1}{2}$  degrees—preferably two, of 2-inch radius and 5-inch radius,



respectively—a scale 300 feet to the inch, a straightedge, triangles, and every other drawing material, except drawing paper, that will be needed to plot field notes to scale and make pen-and-ink drawings.

Applicants must be physically sound and in good health. (For further requirements see sec. 34.)

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 120. Drainage engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 121. Editorial clerk.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 122. Electrical engineer and draftsman, Supervising Architect's Office, Treasury Department.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 123. Electrician, Departmental Service.**—Age, 20 years or over; application and examination form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 40), 10; PRACTICAL QUESTIONS, 65; TRAINING AND EXPERIENCE, 25.

Experience in the care, maintenance, repair, and operation of station storage batteries and lead burning is very desirable in this examination, and persons with such qualifications should state fully their experience in the application.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 124. Electrotypist, finisher, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 6; ARITHMETIC, 6; LETTER WRITING, 6; PENMANSHIP, 6; COPYING FROM PLAIN COPY, 6 (all third grade, see sec. 42); CORRECTION OF PROOF, embracing the interpretation of proof-readers' marks, 20; TRAINING AND EXPERIENCE, rated on Forms 304 and 1747, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 125. Electrotypist, molder, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Forms 304 and 1747, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 126. Electrotypist-stereotypist, Government Printing Service.**—This examination has been discontinued. (See electrotypist, finisher, sec. 124; electrotypist, molder, sec. 125; and stereotypist, sec. 245.)

**Sec. 127. Elevator conductor, Departmental Service.**—Age, 20 years or over; application and examination form, 304, including the medical certificate; time allowed, three hours. No person will be admitted to this examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Subjects of examination and rela-

tive weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 50. Under the subject of "experience," no credit will be given except for actual experience as elevator conductor, or as electric motor-man or electric craneman, and applicants who have not had at least six months' such experience will not be admitted to the examination. If an applicant has had only six months' experience, that experience must have been gained within the twelve months just prior to the date of application.

**Applicants must fully indicate the kinds of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of experience.**

It is not probable that this examination will be held for positions in Washington, D. C., before the spring of 1915. Should an examination be held before that time it will be announced.

For local services outside of the District of Columbia the examination will be held in the city in which, or in the vicinity of which, a vacancy exists. The examination will be held only when eligibles are needed, and will be duly announced.

**Sec. 128. Engineer and draftsman, civil.**—(See Civil engineer and draftsman, sec. 82.)

**Sec. 129. Engineer and draftsman, heating and ventilating, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN HEATING AND VENTILATING, involving a competent knowledge of mathematics and plumbing, and of heating and ventilation of buildings, both theoretical and practical, 35; DRAWING AND DESIGN, involving ability to design and draw plans, etc., for the heating and ventilating plants of modern public buildings, 35; TRAINING AND EXPERIENCE, 30.

Applicants must have had not less than four years of practical experience in the designing or installation of heating and ventilating systems in large buildings. A technical degree in heating and ventilating engineering will be considered equivalent to not over two and one-half years of the four specified.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first two subjects will not be eligible for appointment.

The entrance salary of this position is \$1,200 a year.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 130. Engineer and draftsman, structural, Supervising Architect's Office, Treasury Department.**—Age, 23 years or over; application form, 1312; time allowed, two days of seven and one-half and seven hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN ENGINEERING CONSTRUCTION, 70; TRAINING AND EXPERIENCE, 30.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are

eligible for appointment at a salary more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule, and should bring for use throughout the examination a Carnegie, Cambria, or Bethlehem handbook. Explicit instructions regarding the use of handbooks in the examination will be printed on the sheets. Each competitor should also bring a drawing-board 18 inches square, and drawing instruments.

The duties of this position are confined to the engineering problems involved in first-class building construction. The examination will consist of practical questions based upon the work required, particular attention being paid to fireproofing and waterproofing, and to designing in steel and reinforced concrete, including foundations. Applicants must have had not less than five years' practical experience, of which at least two years should be in either steel designing (not merely detailing) or construction work. A degree in civil engineering from a technical school of recognized standing will be considered as equivalent to not more than two years of the five years above mentioned.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 131. Engineer, chief marine, Coast and Geodetic Survey.**—Age, 25 to 45 years; application and examination form, 1800. No educational test is required. Each applicant must submit with his application a license from the Steamboat-Inspection Service or a certificate from that service showing the character of the license which is held by him, and must give in his application the names and tonnages of vessels upon which he has been employed.

An eligible selected for appointment will, upon reporting for duty, be given a physical examination by a medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

Applications for this examination may be filed at any time.

**Sec. 132. Engineer Department at large.**—All positions under the Engineer Department at large, except as provided in paragraph (c) below are under one of two headings—those requiring an educational test, known as "educational positions," and those requiring no educational test, known as "noneducational or trades positions."

(a) The positions requiring an educational test are—

Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500). Junior engineers (civil, mechanical, or electrical); these employees may perform the duties of inspectors, overseers, surveyors, hydrographers, computers, designers, draftsmen, levelmen, recorders, sextant observers, topographers, transitmen, etc., and may also be employed in any clerical position. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 2 or higher class (salary \$1,400 or more). Draftsmen. Engravers, lithographers, and similar positions when of class 3 or higher class (salary \$1,600 or more). Clerks, including copyists, bookkeepers, stenographers and typewriters, messengers, messenger boys, timekeepers, watchmen, skilled laborers, and elevator conductors. Scientists, specialists, and employees in positions not specifically referred to herein as of noneducational class, or excepted from classification, will be considered of educational class unless authority to class as noneducational is given by the Chief of Engineers.

(b) The "noneducational or trades positions" requiring no educational tests are—

Superintendents of class 4 (salary \$1,800 to \$2,000); these positions are to be restricted to the few cases in which conditions of work necessitate the appointment of those especially qualified by training and experience for the particular duty to be performed, but who have not the technical nor the theoretical education required for superintendents of the educational class, class 5 (salary \$2,000 to \$2,500). Inspectors and overseers of class 3 (salary \$1,600 to \$1,800); these positions are intended, primarily, to provide for inspectors and overseers who have heretofore been con-

sidered as of the educational class by reason of the rate of pay required to secure their services, but who have not the theoretical training to permit of their being properly classified in the "junior engineer" grade. Inspectors and overseers of class 2 or lower class (salary less than \$1,600); these positions relate to duties requiring experience and special skill, but not necessarily technical educational training. Foremen, including those performing duties of master laborer, master workman, master carpenter, and the like. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 1 or lower class (salary less than \$1,400). Masters, mates, pilots, steam engineers, and similar positions, which in private employ require a license from the Office of Steamboat Inspection, and applicants for these positions are required to have such a license. Surveymen (who may perform duties of transitmen, levelmen, recorders, rodmen, chainmen, and the like), and receivers of material, when of class D or lower class (salaries less than \$1,000). Engravers, lithographers, transferers, shaders, and similar positions, when of class 2 or lower class (salary less than \$1,600). All the mechanical trades. All employees performing the duties of blasters, boarding masters, brakemen, bridge tenders, cement testers, concrete finishers, cranesmen, dam and valve tenders, deputy inspectors, divers, dredge engineers, electricians, enginemen (including all steam engineers not licensed), fort keepers, gardeners, gauge readers, handymen, helpers, janitors, leadsmen, light keepers, linesmen, lock masters, lockmen, powdermen, riggers, shipkeepers, stewards, strikers, telegraph and telephone linemen, trackmen, truckmen, and similar positions.

(c) The unclassified positions.

All unskilled laborers and those employed in positions such as the following are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen: Apprentices to the mechanical trades, axmen, bakers, boatmen, charwomen, cooks, cooks' helpers, deck hands, derrick hands, dredge hands, drillmen, drivers, floormen, hostlers, lamplighters, laundresses, oilers, sailors, scowmen, stevedores, stokers, teamsters, waiters, and weavers.

All unclassified employees are of class A or B (salaries less than \$840). If necessity arises for a higher rate of pay for any of the positions named in the preceding paragraph than is allowed in class B, and such employment is authorized by the Chief of Engineers, the position becomes a classified one, and the appointment must be made as for other employees in noneducational or trades positions.

Positions requiring an educational test, if not filled by reemployment from "furlough without pay," from "laid off," or by reinstatement, transfer, or promotion, will be filled by certification from the eligible registers of the Civil Service Commission. Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500) will be appointed by promotion. Draftsmen are certified either from the junior engineer or draftsmen registers. In positions requiring no educational tests, vacancies which can not be filled by reemployment from "furlough without pay," from "laid off," or by reinstatement, transfer, or promotion, with exceptions noted below, will be filled by officers in local charge of engineering districts from lists prepared by local civil-service boards or from registers maintained in offices of civil-service district secretaries (see sec. 36). Superintendents of class 4 (salary \$1,800 to \$2,000) will be appointed by promotion. Special inspectors or overseers of class 3 (salary \$1,600 to \$1,800) will be appointed by promotion from inspectors or overseers of class 2 (salary \$1,400 to \$1,600), or by reclassification of those now in the service.

Apply for information concerning employment in any of the mechanical trades, or other positions not requiring educational tests, to the board of examiners for the Engineer Department at large in the engineer district in which employment is desired.

Boards for this service are located at the following places:

Baltimore, Md.	Little Rock, Ark.	Pittsburgh, Pa.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Buffalo, N. Y.	Louisville, Ky.	Rock Island, Ill.
Charleston, S. C.	Manila, P. I.	St. Louis, Mo.
Chicago, Ill.	Memphis, Tenn.	St. Paul, Minn.
Cincinnati, Ohio.	Milwaukee, Wis.	San Francisco, Cal.
Cleveland, Ohio.	Mobile, Ala.	San Juan, P. R.
Dallas, Tex.	Montgomery, Ala.	Savannah, Ga.
Detroit, Mich.	Nashville, Tenn.	Seattle, Wash.
Duluth, Minn.	New London, Conn.	Vicksburg, Miss.
Galveston, Tex.	New Orleans, La.	Washington, D. C.
Grand Rapids, Mich.	Newport, R. I.	Wheeling, W. Va.
Honolulu, Hawaii.	New York, N. Y.	Wilmington, Del.
Jacksonville, Fla.	Norfolk, Va.	Wilmington, N. C.
Kansas City, Mo.	Philadelphia, Pa.	Yellowstone Park, Wyo.

All clerical and professional positions are filled from appropriate registers of eligibles or from specially announced examinations. (See sec. 44.)

**Sec. 133. Engineer, Indian Service.**—Age, 20 to 50 years; application and examination form, 304, including the medical certificate. Owing to the widely varying conditions in the various schools and agencies of the Indian Service, general engineering examinations will be given under the following separate branches. An applicant may take one or more than one of these, in his discretion. The prospects of appointment will be increased by passing more than one of the branches indicated.

**In making application, applicants should state at the head of the application the exact title and also the particular branch or branches in which examination is desired in order that the proper papers may be shipped.**

Experience will be rated on the statements in the application, satisfactorily corroborated. Applicants are required to file only one application form in case examination is desired in more than one branch, and they should state as definitely as possible the experience they have had which would tend to qualify them in the branches selected. The ratings in each branch will be determined separately, and a separate register will be maintained for each branch. Two days will be required in case more than three branches are taken. Subjects of examination and relative weights of subjects on a scale of 100 shown under each branch are as follows:

**Branch 1.**—STEAM ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering installation, repair, and operation of boilers and steam engines and pumps, 60; TRAINING AND EXPERIENCE in handling steam engines and boilers and pumps, 40.

**Branch 2.**—ELECTRICAL ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering generators and motors, switchboard apparatus, wiring for lighting and power, 60; TRAINING AND EXPERIENCE in handling electrical apparatus, 40.

**Branch 3.**—HEATING; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering heating by hot water and exhaust or live steam, 60; TRAINING AND EXPERIENCE in handling heating plants, 40.

**Branch 4.**—REFRIGERATION; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering systems of refrigeration and operation of necessary apparatus, 60; TRAINING AND EXPERIENCE in handling refrigerating apparatus, 40.

**Branch 5.**—GAS AND GASOLINE ENGINES; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of gas and gasoline engines, 60; TRAINING AND EXPERIENCE in handling gas and gasoline engines, 40.

**Branch 6.**—HYDRAULICS; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of water turbines and water wheels, 60; TRAINING AND EXPERIENCE in handling turbines and water wheels, 40.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.) (For information concerning the Indian Service, see sec. 33.)

**Sec. 134. Engineer, stationary steam, Departmental Service.**—This examination will be given only when eligibles are needed. (See sec. 44.)

**Sec. 135. Engraver, copperplate map, Geological Survey and Coast and Geodetic Survey.**—Age, 18 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. No educational test is required. Applicants are rated upon the character and degree of excellence of samples of engraving, which must be submitted with their applications. The samples should show the quality of the applicants' work in lettering, water lines, contour lines, hill shading, sanding, culture, and other map features. Their experience and the nature of their previous employment will be considered.

**Sec. 136. Engraver, script, square letter, and vignette, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. Applicants are required to file only one application form in case examination is desired in more than one kind of engraving. No educational test is required. Applicants are rated upon the character and degree of excellence of the samples of engraving, which must be submitted with their applications. Their experience and the nature of their previous employment may be considered.

**Sec. 137. Engrossing clerk, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 138. Examiner of surveys, General Land Office.**—(See Surveyor, General Land Office, sec. 253.)

**Sec. 139. Farmer, Indian Service.**—From the list of eligibles resulting from this examination appointments will also be made to the position of industrial teacher, male. Age, 21 to 50 years; application form, 304, including the medical certificate; time allowed, six and one-half hours. If the competitor desires to take the examination for both the eastern and western districts, one hour additional will be allowed for the additional sheet of practical questions in farming. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, 5; FARM ECONOMY, relating to farm implements, appliances, machinery, and construction of farm buildings, 20; PRACTICAL QUESTIONS IN FARMING, embracing operations with soils, crops, and timber, in dairying, stock raising, orcharding, and gardening as applied to general farming, 30; KEEPING ACCOUNTS, 5; TRAINING AND EXPERIENCE IN FARMING AND CARPENTRY, rated on Form 304 and corroborative evidence, 35.

Applicants who fail to show training and experience which entitles them to a rating of 70 per cent in the sixth subject will not be admitted to the examination. (For further requirements see sec. 33.)

Applicants should make a full and detailed statement of any experience they have had in farming by irrigation. The number of years so engaged, the character of the crops grown, the acreage irrigated, and the place or places where the experience was obtained must be fully shown. Eligibles who have had such experience will usually be first certified for appointment.

In rating the subject of training and experience special credit will be given graduates of recognized agricultural colleges and those experienced in handling farm help. This experience is considered valuable, as the farmer in the Indian Service is expected to lead Indians in agricultural lines, awakening in them interest in their work.

Two lists of practical questions in farming will be prepared. Applicants living in the Western districts will be given practical questions in farming appropriate to that portion of the United States, while those in the Eastern districts will be given practical questions in farming appropriate to the Eastern districts, unless in any instance the

applicant indicates a desire to be examined for another district than that in which he lives.

For purposes of certification the country will be divided into four districts, the first of which will include the States of Washington, Oregon, Idaho, Montana, and Wyoming; the second, the States of California, Nevada, Utah, Colorado, Arizona, and New Mexico; the third, the States lying east of the eastern boundary of Colorado, Wyoming, and Montana and north of the southern boundary of Nebraska, Iowa, Illinois, Ohio, Pennsylvania, and New Jersey; and the fourth district, the States lying east of New Mexico and Colorado and south of the line above indicated for the third district.

Certifications will be made for filling vacancies as they may occur—first, of those eligibles who are residents of the district in which the vacancy exists, and, second, of those who are residents of other districts and who have taken the examination for the district in which the vacancy exists.

The Indian Office has experienced considerable difficulty in securing a sufficient number of unmarried farmers, it being impossible in some instances to provide quarters for married men and their families.

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 140. Farmer, with knowledge of irrigation, Indian Service.**—This examination has been discontinued. (See Farmer examination, sec. 139.)

**Sec. 141. Field clerk (minor), Reclamation Service.**—From the list of eligibles resulting from this examination appointments will be made to the position of minor field clerk in the Reclamation Service. Both men and women will be admitted to the examination. Age, 18 years or over; application form, 1371; time allowed for basis subjects, four hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which, if either, of the optional subjects named below they desire to take, and additional time as indicated will be allowed for the subjects in which examination is given.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 25; LETTER WRITING, 25; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 20. (All second grade, see sec. 41.)

Competitors who so request in answer to Question 1 of their applications may also be examined in either or both of the following optional subjects: (1) STENOGRAPHY. Time, one hour. In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript. (2) TYPEWRITING, consisting of copying from rough draft, 30; copying from plain copy, 30; time, 40. (See sec. 236 for description of tests.) One hour will be allowed for this subject, but if the competitor requires more than 35 minutes no credit will be given for the time consumed on the typewriting sheets.

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects; (2) of eligibles having the highest ratings on the basis subjects and one of the optional subjects combined, giving the basis a weight of 2 and the optional considered a weight of 1; (3) of eligibles having the highest rating on one of the optional subjects and who have also passed on the basis subjects; and (4) of eligibles having the highest total ratings on the basis and optional subjects combined. In making certification as above indicated, no optional in which the rating is less than 50 per cent will be considered. If the needs of the service at any time require only

persons who are qualified in one or both of the optional subjects, competitors will be required to take such subject or subjects and to attain a rating of at least 50 therein in addition to an average of 70 in the basis subjects in order to become eligible for appointment.

Persons appointed from this examination will not be promoted beyond \$900 a year without further examination. Appointments will be made for the field service only, and appointees will have no status for transfer without further examination. Appointments to positions paying more than \$900 a year will be made from other examinations, such as Bookkeeper (see sec. 68), Clerk (see sec. 88), Forest and field clerk (see sec. 147), Stenographer (see sec. 237), Stenographer and typewriter (see sec. 241), etc.

This examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 36.)

In filling vacancies in this position preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 142. Field matron, Indian Service.**—Applicants must be in good health and physically robust, as the work is arduous; in many places it requires long drives or horseback rides visiting Indian families. From the list of eligibles resulting from this examination certification will also be made to the position of female industrial teacher. Age, 25 to 45 years; application and examination form, 1312, including the medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: KEEPING ACCOUNTS, memoranda of domestic supplies with or without cost are given and the competitor is required to make proper entries in accounting therefor, etc., 5; ESSAY, relating to the Indian's mode of living, etc., 5; ELEMENTARY SEWING, practical questions relating to methods, stitches, etc., and the making of a sample of elementary sewing, 10; COOKING AND GENERAL HOUSEHOLD MANAGEMENT, including care of food, its preparation and nutritive value, and housekeeping, 15; SANITATION, HYGIENE, CARE OF THE SICK, AND CARE AND FEEDING OF CHILDREN, embracing matter relative to water supply, disposal of waste, etc., use of disinfectants, and home nursing, 15; HOME GARDENING AND POULTRY RAISING, 5; METHODS OF SOCIAL WORK, relating to social conditions and civic betterment, etc., 5; TRAINING AND EXPERIENCE, 40.

Applicants must clearly indicate in their applications what experience, if any, they have had in the management of their own homes or in the instruction and training of others in the household arts. They must answer fully what experience and training, if any, they have had in (a) cookery, (b) household sanitation, (c) sewing, (d) care of the sick, (e) care and feeding of infants, (f) home gardening and poultry raising, and (g) social work, such as reform, settlement, slum, civic betterment, or any similar line of work.

A part of the examination will be the making, by each competitor, of a sample of elementary sewing at the examination. This test is a part of the third subject. Each competitor must bring needle, scissors, thimble, thread (No. 50 or 60), and a piece of white muslin 8 by 12 inches for sample work.

(For information concerning the Indian Service, see sec. 83.)

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 143. Fish culturist, Bureau of Fisheries.**—Age, 20 to 45 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights



of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 40), 20; PENMANSHIP, 15; REPORT WRITING (first grade, see sec. 40), 25; PRACTICAL QUESTIONS IN FISH CULTURE, AQUATIC BIOLOGY, AND PHYSICS, 30; TRAINING AND EXPERIENCE, 10.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the weights indicated above, and also a rating of at least 70 in the fourth subject, will not be eligible for appointment.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for a college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Fish culturist at large, \$900 to \$960 a year; fish culturist, \$900 a year; assistant messenger, car service, \$900 a year; messenger, car service, \$1,000 a year; and foreman of station, \$900 to \$1,200 a year.

Persons appointed as a result of this examination are, after satisfactory service, eligible to promotion without further examination to the following positions in the Bureau of Fisheries: Car captain, \$1,200 a year; superintendent of station, \$1,500 a year; and field superintendent, \$1,800 a year.

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 144. Forest Service.**—On December 17, 1904, the President issued an order which classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, and it was provided that forest supervisors and rangers should be selected, when practicable, from qualified citizens of the States or Territories in which the said forests, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service under the direction and control of the Forester.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, scaler, forest ranger, assistant forest ranger, forest guard, planting assistant, and clerk.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, forest assistant, or other person eligible for promotion.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant. Clerks, forest assistants, lumbermen, assistant forest rangers, and planting assistants are appointed through competitive examination. With the exception of the examination for forest assistant, which is usually held annually, examinations for this service are held only when eligibles are needed. (See secs. 145 and 147.)

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires or when other special work requires additions to the regular forest force. Persons thus employed are known as forest guards and temporary laborers, and serve only as long as required.

No examination is required for the position of forest guard. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

**Sec. 145. Forest assistant, Forest Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first four subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SILVICULTURE, comprising silvics, improvement of forests, methods of cutting for reproduction,

artificial reforestation, etc., 20; **ECONOMICS AND LAW**, comprising direct and indirect importance of forests, public-land laws, special forest laws, etc., 5; **FOREST MANAGEMENT**, comprising forest finance, forest regulation, working plans, application of organized forestry, control of grazing, etc., 10; **FOREST PROTECTION**, comprising protection from fire, control of forest insects, fungous diseases, etc., 5; **LUMBERING**, comprising estimating of timber, scaling, logging, transportation of logs, manufacture of forest products, etc., 15; **ENGINEERING**, comprising plane and topographic surveying, and the construction of roads, trails, etc., 10; **DENDROLOGY**, comprising the botanical classification and characteristics of forest trees, 10; **FOREST PRODUCTS**, comprising the utilization and preservation of wood, 5; **TRAINING AND EXPERIENCE** in theoretical and practical forestry, 20. Applicants must show in their applications all the theoretical and practical training and experience they have had. In order to receive a rating of 60 per cent on this subject, which is necessary for admission to the examination, applicants must have had the following minimum training and experience: (a) Not less than one full school year's theoretical and practical training in forestry at a forest school or at an established department of forestry in an institution of collegiate grade, or the full equivalent of such training; (b) for those who have not attended forest schools, not less than two years' experience in practical forestry work in the field. (See sec. 31 for time of filing application.)

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 146. Forest assistant, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate. Subjects and weights identical with those for forest assistant, Forest Service. (See sec. 145.) Usual entrance salary, \$1,400. Field expenses are allowed appointees when absent on duty from their permanent station. (For further requirements see section 35.)

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 147. Forest and field clerk.**—From the list of eligibles resulting from this examination appointments will be made to the position of forest clerk in the Forest Service and positions requiring the qualifications tested by the examination in other branches of the service. Both men and women will be admitted to this examination, but women will not be employed as forest clerks. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office. Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of forest clerk; application form, 1371; time allowed, seven and one-half hours. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING** (first grade, see sec. 40), 5; **STENOGRAPHY**, 25; **COPYING FROM ROUGH DRAFT** (typewriting, see sec. 236), 10; **COPYING FROM PLAIN COPY** (typewriting, see sec. 236), 5; **TIME** (see sec. 236), 10; **ELEMENTS OF BOOKKEEPING**, 20; **ARITHMETIC** (first grade, see sec. 40), 10; **PENMANSHIP**, 5; **REPORT WRITING** (first grade, see sec. 40), 10.

In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

The forest and field clerk examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 36.)

In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 148. Freedmen's Hospital.**—The following positions now existing and any similar positions which may be hereafter created in this hospital will be filled through noneducational examination:

Cook, head; cook, second; cook, third; drivers; laborers; laundresses; laundrymen; maids; orderlies; pupil nurses; waiters.

Applicants must be physically healthy and of good moral character. Applicants for the position of pupil nurse must be between 21 and 35 years of age, and for other positions between 18 and 35 years of age, except that preference claimants may be examined without regard to age. (See sec. 290.)

Positions other than those mentioned above will be filled from certifications made from registers maintained by the Civil Service Commission. General registers will be used as far as possible and due publicity will be given to any examination announced especially for filling positions in the Freedmen's Hospital.

Applications for positions for which noneducational examinations are given can be obtained from the Secretary of the Board of Examiners at the Freedmen's Hospital, Washington, D. C., and when fully executed should be returned to him. Applications may be filed at any time, but registers will be established on the first of January, April, July, and October of each year, unless lack of eligibles necessitates the rating of papers at other times.

**Sec. 149. Geologic aid, and assistant geologist, Geological Survey.**—Age, 20 years or over; application form, 1812.

The examination will consist of two parts, which will be given on consecutive days. Competitors for the position of geologic aid will be examined only in Part I; competitors for the position of assistant geologist will be required to take both Parts I and II of the examination. If a competitor attains an average of less than 70 per cent in Part I, the second part of his examination will not be considered. An applicant who desires to apply for both positions need file but one application.

Competitors who pass Part I of the examination will be eligible for appointment to the position of geologic aid, in which the salaries paid will range from \$80 to \$100 a month when actually employed; those passing both Parts I and II will be eligible for appointment to the position of geologic aid and also that of assistant geologist, in which the salaries will be from \$1,200 a year up. The salaries in either position will depend on the experience and qualifications of the appointees. Geologic aids who have passed Part II in a previous examination will not be required to pass again the examination for assistant geologist in order to gain eligibility for promotion to that rank.

**Geologic aid, and assistant geologist (Part I).** Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY, PHYSICS, AND MATHEMATICS, 20; FRENCH OR GERMAN, translation into English of scientific matter, 10; GENERAL GEOLOGY AND MINERALOGY, 30; INTERPRETATION OF GEOLOGIC AND TOPOGRAPHIC MAPS, 25; TRAINING AND EXPERIENCE, 15.**

**Assistant geologist (Part II).** Subjects of examination and relative weights of subjects on a scale of 100: **Essay on a geologic subject, accompanied by drawings (both English composition and drawing will be rated on this subject), 30; GEOLOGY,**

special subjects: (a) Economic geology; (b) paleontology; (c) petrology; (d) stratigraphy. (The competitor may select any one or more of these special subjects as a part of his examination. Ten questions are given in each. The order in which the special subjects will be given will be determined at the time of the examination and can not be stated in advance. Three and one-half hours are allowed for each special subject taken, and generally it will be practicable to give the competitor one of these subjects on the second day of the examination. The remaining special subjects will be given on the following days. Separate registers of eligibles will be established for each of the special subjects, and the name of a competitor will be entered upon the register of each examination which he passes), 30; TRAINING AND EXPERIENCE, 40.

In answer to Question 1 of the application applicants must state which examination they desire to take. Those who apply for the assistant geologist examination must also state the special subjects mentioned in the second subject in which they desire to be examined. Applicants who have previously passed the geologic aid examination and desire to qualify for the position of assistant geologist will not be required to take Part I of the examination. They may, if they desire, take Part I in order to renew their eligibility on the geologic aid register.

One day will be allowed all competitors for Part I of this examination. On the second day those competitors who take the assistant geologist examination will be given the first subject of Part II, and also, if practicable, one of the special subjects mentioned in the second subject. The remaining special subjects will be given on following days.

It is not probable that these examinations will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 150. Geological Survey.**—Temporary field positions in the Geological Survey are graded as follows:

*Grade 1.*—Geologic field assistant, hydrographic field assistant, topographic field assistant, triangulation field assistant, transitman, levelman.

*Grade 2.*—Rodman, chainman, recorder, collector.

*Grade 3.*—Teamster, packer, cook, camp laborer, etc.

*Grade 4.*—Assistants doing occasional work.

Temporary employees for positions in grade 1 must be selected from the registers of the Civil Service Commission as far as practicable.

Positions in grade 1 may be filled by selections outside the civil-service registers in the following cases:

(a) When there are no eligibles on the appropriate register who will accept such employment.

(b) When the character of the field service is such that special qualifications are essential and these qualifications are not possessed by any eligibles. This condition applies especially to positions with parties in Alaska and the more remote parts of the West where experience as a boatman or horseman may be essential.

(c) When an unforeseen emergency arises during the progress of the field work necessitating the immediate filling of the position. Cases of this kind may be due to the position of assistant becoming vacant through the incompetency or disablement of the incumbent or through necessary rearrangement of parties.

Temporary employment for positions in grade 2 may be made for the field season without examination. The positions in this grade, by reason of their duties, are within the competitive service; but because of the brief period of employment appointments through examination at the present time are considered impracticable.

Temporary employment for positions in grade 3 may also be made without examination for the field season, as the positions in this grade are mostly unclassified and remote from the cities where registers for unclassified laborers are maintained, and in such cases where the duties are partially those of classified positions the brief periods of employment make appointments through examinations impracticable.

As appointments to grade 4 are for occasional services only and are given to residents in the particular place at which such services are desired, and as the compensation is merely nominal and not sufficient to provide for the support of any person, no examination will be required.

Persons desiring appointment to temporary positions in the field force of the Geological Survey, where such appointment is permissible without examination as shown above, should apply to the Director of the Geological Survey, Washington, D. C.

(For technical examinations held for positions in the Geological Survey, see secs. 149, 154, 173, 174, and 264.)

**Sec. 151. Government Hospital for the Insane.**—Apply for information concerning employment in the positions of attendant and classified laborer to the secretary of the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 152. Guard, United States Penitentiary Service.**—Age, 21 to 60 years; application form, 304. The medical certificate in Form 304 must be executed. Time allowed, three hours. Applications will not be accepted from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight, and the commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage, and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination and relative weights on a scale of 100 are: SPELLING, 10; ARITHMETIC, 5; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); PHYSICAL ABILITY, 20; TRAINING AND EXPERIENCE, 40.

Each applicant for examination for the position of guard will be required to submit to the examiner on the day he is examined a photograph of himself *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. The applicant will be furnished by the commission with a card on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant for the position of guard who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

There are three United States penitentiaries in which guards are employed—at Fort Leavenworth, Kans., Atlanta, Ga., and McNeil Island, Wash. Residents of the State of Washington are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge of such institution, who will be communicated with concerning the applicant's fitness for employment as a guard in a United States penitentiary.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time, it will be announced.

**Sec. 153. Horticulturist.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 154. Hydrographic engineer, Geological Survey.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 155. Immigrant inspector, Immigration Service.**—From this examination the positions of immigrant inspector and Chinese inspector will be filled. Age, 20 to 55 years; application form, 1312; time allowed, seven and one-half hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 15 (all first grade, see sec. 40); COPYING FROM PLAIN COPY, 5 (second grade, see sec. 41); PRACTICAL QUESTIONS IN THE IMMIGRATION AND CHINESE-EXCLUSION LAWS AND REGULATIONS, 30; TRAINING AND EXPERIENCE, 20.

Competitors who fail to receive a rating of at least 70 in the subject "Practical questions in the immigration and Chinese-exclusion laws and regulations" will not be eligible for appointment, and the remaining subjects will not be rated. Copies of the immigration and Chinese-exclusion laws may be obtained from the Department of Labor, Washington, D. C.

It is desired to secure persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request in answer to Question 1 of their applications may also be examined in one or both of the following optional subjects: (1) STENOGRAPHY AND TYPEWRITING, including the stenography and typewriting tests of the examination for stenographer and typewriter. Stenography will be given a weight of 30, and the typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 3, respectively. (See secs. 236 and 241 for description of tests.) A competitor who attains a rating of less than 70 in stenography, or an average rating of less than 70 in the three typewriting tests, and time, with the weights indicated above, will not be eligible in this optional. Time, not to exceed two hours and ten minutes. (2) INTERPRETING one or more of the following languages: Arabic, Armenian, Assyrian (Arabic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindoo, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Arabic), Turkish, Yiddish (Hebrew jargon). Applicants who desire to qualify in one or more of these languages will, upon notice to that effect, be furnished a copy of Form 1141, and the languages selected must be specifically named in answer to Question 1 of Form 1141 or Form 1312. No educational test in the languages will be given, but the rating in the language will be based upon the statements of the persons whose names and addresses the applicant furnishes on Form 1141, who can read and speak the language concerning which they vouch. At least two, but not more than three, names of persons must be furnished by the applicant for each language in which he desires to qualify. The same person may vouch for as many different languages as he is able to read and speak. No credit will be given for any language in which a rating of less than 70 per cent is received.

A register will be established containing the names of all competitors who become eligible on the basis subjects, and separate registers of those who are eligible on the basis and one of the optional subjects.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States will be divided into four districts, the Mississippi River to be the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California to be the dividing line north and south. (For mounted inspector, Immigration Service, on the Mexican border see sec. 200.)

This examination will be held only when eligibles are needed. (See sec. 44.)

Boards for this service are located at the following places:

Baltimore, Md.	Little Rock, Ark.	Pittsburgh, Pa.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Buffalo, N. Y.	Louisville, Ky.	Rock Island, Ill.
Charleston, S. C.	Manila, P. I.	St. Louis, Mo.
Chicago, Ill.	Memphis, Tenn.	St. Paul, Minn.
Cincinnati, Ohio.	Milwaukee, Wis.	San Francisco, Cal.
Cleveland, Ohio.	Mobile, Ala.	San Juan, P. R.
Dallas, Tex.	Montgomery, Ala.	Savannah, Ga.
Detroit, Mich.	Nashville, Tenn.	Seattle, Wash.
Duluth, Minn.	New London, Conn.	Vicksburg, Miss.
Galveston, Tex.	New Orleans, La.	Washington, D. C.
Grand Rapids, Mich.	Newport, R. I.	Wheeling, W. Va.
Honolulu, Hawaii.	New York, N. Y.	Wilmington, Del.
Jacksonville, Fla.	Norfolk, Va.	Wilmington, N. C.
Kansas City, Mo.	Philadelphia, Pa.	Yellowstone Park, Wyo.

All clerical and professional positions are filled from appropriate registers of eligibles or from specially announced examinations. (See sec. 44.)

**Sec. 133. Engineer, Indian Service.**—Age, 20 to 50 years; application and examination form, 304, including the medical certificate. Owing to the widely varying conditions in the various schools and agencies of the Indian Service, general engineering examinations will be given under the following separate branches. An applicant may take one or more than one of these, in his discretion. The prospects of appointment will be increased by passing more than one of the branches indicated.

**In making application, applicants should state at the head of the application the exact title and also the particular branch or branches in which examination is desired in order that the proper papers may be shipped.**

Experience will be rated on the statements in the application, satisfactorily corroborated. Applicants are required to file only one application form in case examination is desired in more than one branch, and they should state as definitely as possible the experience they have had which would tend to qualify them in the branches selected. The ratings in each branch will be determined separately, and a separate register will be maintained for each branch. Two days will be required in case more than three branches are taken. Subjects of examination and relative weights of subjects on a scale of 100 shown under each branch are as follows:

**Branch 1.**—STEAM ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering installation, repair, and operation of boilers and steam engines and pumps, 60; TRAINING AND EXPERIENCE in handling steam engines and boilers and pumps, 40.

**Branch 2.**—ELECTRICAL ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering generators and motors, switchboard apparatus, wiring for lighting and power, 60; TRAINING AND EXPERIENCE in handling electrical apparatus, 40.

**Branch 3.**—HEATING; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering heating by hot water and exhaust or live steam, 60; TRAINING AND EXPERIENCE in handling heating plants, 40.

**Branch 4.**—REFRIGERATION; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering systems of refrigeration and operation of necessary apparatus, 60; TRAINING AND EXPERIENCE in handling refrigerating apparatus, 40.

**Branch 5.**—GAS AND GASOLINE ENGINES; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of gas and gasoline engines, 60; TRAINING AND EXPERIENCE in handling gas and gasoline engines, 40.

**Branch 6.**—HYDRAULICS; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of water turbines and water wheels, 60; TRAINING AND EXPERIENCE in handling turbines and water wheels, 40.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.) (For information concerning the Indian Service, see sec. 33.)

**Sec. 134. Engineer, stationary steam, Departmental Service.**—This examination will be given only when eligibles are needed. (See sec. 44.)

**Sec. 135. Engraver, copperplate map, Geological Survey and Coast and Geodetic Survey.**—Age, 18 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. No educational test is required. Applicants are rated upon the character and degree of excellence of samples of engraving, which must be submitted with their applications. The samples should show the quality of the applicants' work in lettering, water lines, contour lines, hill shading, sanding, culture, and other map features. Their experience and the nature of their previous employment will be considered.

**Sec. 136. Engraver, script, square letter, and vignette, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. Applicants are required to file only one application form in case examination is desired in more than one kind of engraving. No educational test is required. Applicants are rated upon the character and degree of excellence of the samples of engraving, which must be submitted with their applications. Their experience and the nature of their previous employment may be considered.

**Sec. 137. Engrossing clerk, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 138. Examiner of surveys, General Land Office.**—(See Surveyor, General Land Office, sec. 253.)

**Sec. 139. Farmer, Indian Service.**—From the list of eligibles resulting from this examination appointments will also be made to the position of industrial teacher, male. Age, 21 to 50 years; application form, 304, including the medical certificate; time allowed, six and one-half hours. If the competitor desires to take the examination for both the eastern and western districts, one hour additional will be allowed for the additional sheet of practical questions in farming. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, 5; FARM ECONOMY, relating to farm implements, appliances, machinery, and construction of farm buildings, 20; PRACTICAL QUESTIONS IN FARMING, embracing operations with soils, crops, and timber, in dairying, stock raising, orcharding, and gardening as applied to general farming, 30; KEEPING ACCOUNTS, 5; TRAINING AND EXPERIENCE IN FARMING AND CARPENTRY, rated on Form 304 and corroborative evidence, 35.

Applicants who fail to show training and experience which entitles them to a rating of 70 per cent in the sixth subject will not be admitted to the examination. (For further requirements see sec. 33.)

Applicants should make a full and detailed statement of any experience they have had in farming by irrigation. The number of years so engaged, the character of the crops grown, the acreage irrigated, and the place or places where the experience was obtained must be fully shown. Eligibles who have had such experience will usually be first certified for appointment.

In rating the subject of training and experience special credit will be given graduates of recognized agricultural colleges and those experienced in handling farm help. This experience is considered valuable, as the farmer in the Indian Service is expected to lead Indians in agricultural lines, awakening in them interest in their work.

Two lists of practical questions in farming will be prepared. Applicants living in the Western districts will be given practical questions in farming appropriate to that portion of the United States, while those in the Eastern districts will be given practical questions in farming appropriate to the Eastern districts, unless in any instance the



applicant indicates a desire to be examined for another district than that in which he lives.

For purposes of certification the country will be divided into four districts, the first of which will include the States of Washington, Oregon, Idaho, Montana, and Wyoming; the second, the States of California, Nevada, Utah, Colorado, Arizona, and New Mexico; the third, the States lying east of the eastern boundary of Colorado, Wyoming, and Montana and north of the southern boundary of Nebraska, Iowa, Illinois, Ohio, Pennsylvania, and New Jersey; and the fourth district, the States lying east of New Mexico and Colorado and south of the line above indicated for the third district.

Certifications will be made for filling vacancies as they may occur—first, of those eligibles who are residents of the district in which the vacancy exists, and, second, of those who are residents of other districts and who have taken the examination for the district in which the vacancy exists.

The Indian Office has experienced considerable difficulty in securing a sufficient number of unmarried farmers, it being impossible in some instances to provide quarters for married men and their families.

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 140. Farmer, with knowledge of irrigation, Indian Service.**—This examination has been discontinued. (See Farmer examination, sec. 139.)

**Sec. 141. Field clerk (minor), Reclamation Service.**—From the list of eligibles resulting from this examination appointments will be made to the position of minor field clerk in the Reclamation Service. Both men and women will be admitted to the examination. Age, 18 years or over; application form, 1371; time allowed for basis subjects, four hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which, if either, of the optional subjects named below they desire to take, and additional time as indicated will be allowed for the subjects in which examination is given.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 25; LETTER WRITING, 25; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 20. (All second grade, see sec. 41.)

Competitors who so request in answer to Question 1 of their applications may also be examined in either or both of the following optional subjects: (1) STENOGRAPHY. Time, one hour. In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript. (2) TYPEWRITING, consisting of copying from rough draft, 30; copying from plain copy, 30; time, 40. (See sec. 236 for description of tests.) One hour will be allowed for this subject, but if the competitor requires more than 35 minutes no credit will be given for the time consumed on the typewriting sheets.

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects; (2) of eligibles having the highest ratings on the basis subjects and one of the optional subjects combined, giving the basis a weight of 2 and the optional considered a weight of 1; (3) of eligibles having the highest rating on one of the optional subjects and who have also passed on the basis subjects; and (4) of eligibles having the highest total ratings on the basis and optional subjects combined. In making certification as above indicated, no optional in which the rating is less than 50 per cent will be considered. If the needs of the service at any time require only

persons who are qualified in one or both of the optional subjects, competitors will be required to take such subject or subjects and to attain a rating of at least 50 therein in addition to an average of 70 in the basis subjects in order to become eligible for appointment.

Persons appointed from this examination will not be promoted beyond \$900 a year without further examination. Appointments will be made for the field service only, and appointees will have no status for transfer without further examination. Appointments to positions paying more than \$900 a year will be made from other examinations, such as Bookkeeper (see sec. 68), Clerk (see sec. 88), Forest and field clerk (see sec. 147), Stenographer (see sec. 237), Stenographer and typewriter (see sec. 241), etc.

This examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 36.)

In filling vacancies in this position preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 142. Field matron, Indian Service.**—Applicants must be in good health and physically robust, as the work is arduous; in many places it requires long drives or horseback rides visiting Indian families. From the list of eligibles resulting from this examination certification will also be made to the position of female industrial teacher. Age, 25 to 45 years; application and examination form, 1312, including the medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **KEEPING ACCOUNTS**, memoranda of domestic supplies with or without cost are given and the competitor is required to make proper entries in accounting therefor, etc., 5; **ESSAY**, relating to the Indian's mode of living, etc., 5; **ELEMENTARY SEWING**, practical questions relating to methods, stitches, etc., and the making of a sample of elementary sewing, 10; **COOKING AND GENERAL HOUSEHOLD MANAGEMENT**, including care of food, its preparation and nutritive value, and housekeeping, 15; **SANITATION, HYGIENE, CARE OF THE SICK, AND CARE AND FEEDING OF CHILDREN**, embracing matter relative to water supply, disposal of waste, etc., use of disinfectants, and home nursing, 15; **HOME GARDENING AND POULTRY RAISING**, 5; **METHODS OF SOCIAL WORK**, relating to social conditions and civic betterment, etc., 5; **TRAINING AND EXPERIENCE**, 40.

Applicants must clearly indicate in their applications what experience, if any, they have had in the management of their own homes or in the instruction and training of others in the household arts. They must answer fully what experience and training, if any, they have had in (a) cookery, (b) household sanitation, (c) sewing, (d) care of the sick, (e) care and feeding of infants, (f) home gardening and poultry raising, and (g) social work, such as reform, settlement, slum, civic betterment, or any similar line of work.

A part of the examination will be the making, by each competitor, of a sample of elementary sewing at the examination. This test is a part of the third subject. Each competitor must bring needle, scissors, thimble, thread (No. 50 or 60), and a piece of white muslin 8 by 12 inches for sample work.

(For information concerning the Indian Service, see sec. 33.)

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 143. Fish culturist, Bureau of Fisheries.**—Age, 20 to 45 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights

of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 40), 20; PENMANSHIP, 15; REPORT WRITING (first grade, see sec. 40), 25; PRACTICAL QUESTIONS IN FISH CULTURE, AQUATIC BIOLOGY, AND PHYSICS, 30; TRAINING AND EXPERIENCE, 10.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the weights indicated above, and also a rating of at least 70 in the fourth subject, will not be eligible for appointment.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for a college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Fish culturist at large, \$900 to \$960 a year; fish culturist, \$900 a year; assistant messenger, car service, \$900 a year; messenger, car service, \$1,000 a year; and foreman of station, \$900 to \$1,200 a year.

Persons appointed as a result of this examination are, after satisfactory service, eligible to promotion without further examination to the following positions in the Bureau of Fisheries: Car captain, \$1,200 a year; superintendent of station, \$1,500 a year; and field superintendent, \$1,800 a year.

This examination will be held on October 14, 1914. (See secs. 1 and 2.)

**Sec. 144. Forest Service.**—On December 17, 1904, the President issued an order which classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, and it was provided that forest supervisors and rangers should be selected, when practicable, from qualified citizens of the States or Territories in which the said forests, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service under the direction and control of the Forester.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, scaler, forest ranger, assistant forest ranger, forest guard, planting assistant, and clerk.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, forest assistant, or other person eligible for promotion.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant. Clerks, forest assistants, lumbermen, assistant forest rangers, and planting assistants are appointed through competitive examination. With the exception of the examination for forest assistant, which is usually held annually, examinations for this service are held only when eligibles are needed. (See secs. 145 and 147.)

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires or when other special work requires additions to the regular forest force. Persons thus employed are known as forest guards and temporary laborers, and serve only as long as required.

No examination is required for the position of forest guard. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

**Sec. 145. Forest assistant, Forest Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first four subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SILVICULTURE, comprising silvics, improvement of forests, methods of cutting for reproduction,

artificial reforestation, etc., 20; **ECONOMICS AND LAW**, comprising direct and indirect importance of forests, public-land laws, special forest laws, etc., 5; **FOREST MANAGEMENT**, comprising forest finance, forest regulation, working plans, application of organized forestry, control of grazing, etc., 10; **FOREST PROTECTION**, comprising protection from fire, control of forest insects, fungous diseases, etc., 5; **LUMBERING**, comprising estimating of timber, scaling, logging, transportation of logs, manufacture of forest products, etc., 15; **ENGINEERING**, comprising plane and topographic surveying, and the construction of roads, trails, etc., 10; **DENDROLOGY**, comprising the botanical classification and characteristics of forest trees, 10; **FOREST PRODUCTS**, comprising the utilization and preservation of wood, 5; **TRAINING AND EXPERIENCE** in theoretical and practical forestry, 20. Applicants must show in their applications all the theoretical and practical training and experience they have had. In order to receive a rating of 60 per cent on this subject, which is necessary for admission to the examination, applicants must have had the following minimum training and experience: (a) Not less than one full school year's theoretical and practical training in forestry at a forest school or at an established department of forestry in an institution of collegiate grade, or the full equivalent of such training; (b) for those who have not attended forest schools, not less than two years' experience in practical forestry work in the field. (See sec. 31 for time of filing application.)

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 146. Forest assistant, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate. Subjects and weights identical with those for forest assistant, Forest Service. (See sec. 145.) Usual entrance salary, \$1,400. Field expenses are allowed appointees when absent on duty from their permanent station. (For further requirements see section 35.)

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 147. Forest and field clerk.**—From the list of eligibles resulting from this examination appointments will be made to the position of forest clerk in the Forest Service and positions requiring the qualifications tested by the examination in other branches of the service. Both men and women will be admitted to this examination, but women will not be employed as forest clerks. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office. Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of forest clerk; application form, 1371; time allowed, seven and one-half hours. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING** (first grade, see sec. 40), 5; **STENOGRAPHY**, 25; **COPYING FROM ROUGH DRAFT** (typewriting, see sec. 236), 10; **COPYING FROM PLAIN COPY** (typewriting, see sec. 236), 5; **TIME** (see sec. 236), 10; **ELEMENTS OF BOOKKEEPING**, 20; **ARITHMETIC** (first grade, see sec. 40), 10; **PENMANSHIP**, 5; **REPORT WRITING** (first grade, see sec. 40), 10.

In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

The forest and field clerk examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 36.)

In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 148. Freedmen's Hospital.**—The following positions now existing and any similar positions which may be hereafter created in this hospital will be filled through noneducational examination:

Cook, head; cook, second; cook, third; drivers; laborers; laundresses; laundrymen; maids; orderlies; pupil nurses; waiters.

Applicants must be physically healthy and of good moral character. Applicants for the position of pupil nurse must be between 21 and 35 years of age, and for other positions between 18 and 35 years of age, except that preference claimants may be examined without regard to age. (See sec. 290.)

Positions other than those mentioned above will be filled from certifications made from registers maintained by the Civil Service Commission. General registers will be used as far as possible and due publicity will be given to any examination announced especially for filling positions in the Freedmen's Hospital.

Applications for positions for which noneducational examinations are given can be obtained from the Secretary of the Board of Examiners at the Freedmen's Hospital, Washington, D. C., and when fully executed should be returned to him. Applications may be filed at any time, but registers will be established on the first of January, April, July, and October of each year, unless lack of eligibles necessitates the rating of papers at other times.

**Sec. 149. Geologic aid, and assistant geologist, Geological Survey.**—Age, 20 years or over; application form, 1312.

The examination will consist of two parts, which will be given on consecutive days. Competitors for the position of geologic aid will be examined only in Part I; competitors for the position of assistant geologist will be required to take both Parts I and II of the examination. If a competitor attains an average of less than 70 per cent in Part I, the second part of his examination will not be considered. An applicant who desires to apply for both positions need file but one application.

Competitors who pass Part I of the examination will be eligible for appointment to the position of geologic aid, in which the salaries paid will range from \$80 to \$100 a month when actually employed; those passing both Parts I and II will be eligible for appointment to the position of geologic aid and also that of assistant geologist, in which the salaries will be from \$1,200 a year up. The salaries in either position will depend on the experience and qualifications of the appointees. Geologic aids who have passed Part II in a previous examination will not be required to pass again the examination for assistant geologist in order to gain eligibility for promotion to that rank.

**Geologic aid, and assistant geologist (Part I).** Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY, PHYSICS, AND MATHEMATICS**, 20; **FRENCH OR GERMAN**, translation into English of scientific matter, 10; **GENERAL GEOLOGY AND MINERALOGY**, 30; **INTERPRETATION OF GEOLOGIC AND TOPOGRAPHIC MAPS**, 25; **TRAINING AND EXPERIENCE**, 15.

**Assistant geologist (Part II).** Subjects of examination and relative weights of subjects on a scale of 100: **ESSAY** on a geologic subject, accompanied by drawings (both English composition and drawing will be rated on this subject), 30; **GEOLOGY**,

special subjects: (a) Economic geology; (b) paleontology; (c) petrology; (d) stratigraphy. (The competitor may select any one or more of these special subjects as a part of his examination. Ten questions are given in each. The order in which the special subjects will be given will be determined at the time of the examination and can not be stated in advance. Three and one-half hours are allowed for each special subject taken, and generally it will be practicable to give the competitor one of these subjects on the second day of the examination. The remaining special subjects will be given on the following days. Separate registers of eligibles will be established for each of the special subjects, and the name of a competitor will be entered upon the register of each examination which he passes), 30; TRAINING AND EXPERIENCE, 40.

In answer to Question 1 of the application applicants must state which examination they desire to take. Those who apply for the assistant geologist examination must also state the special subjects mentioned in the second subject in which they desire to be examined. Applicants who have previously passed the geologic aid examination and desire to qualify for the position of assistant geologist will not be required to take Part I of the examination. They may, if they desire, take Part I in order to renew their eligibility on the geologic aid register.

One day will be allowed all competitors for Part I of this examination. On the second day those competitors who take the assistant geologist examination will be given the first subject of Part II, and also, if practicable, one of the special subjects mentioned in the second subject. The remaining special subjects will be given on following days.

It is not probable that these examinations will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 150. Geological Survey.**—Temporary field positions in the Geological Survey are graded as follows:

*Grade 1.*—Geologic field assistant, hydrographic field assistant, topographic field assistant, triangulation field assistant, transitman, levelman.

*Grade 2.*—Rodman, chainman, recorder, collector.

*Grade 3.*—Teamster, packer, cook, camp laborer, etc.

*Grade 4.*—Assistants doing occasional work.

Temporary employees for positions in grade 1 must be selected from the registers of the Civil Service Commission as far as practicable.

Positions in grade 1 may be filled by selections outside the civil-service registers in the following cases:

(a) When there are no eligibles on the appropriate register who will accept such employment.

(b) When the character of the field service is such that special qualifications are essential and these qualifications are not possessed by any eligibles. This condition applies especially to positions with parties in Alaska and the more remote parts of the West where experience as a boatman or horseman may be essential.

(c) When an unforeseen emergency arises during the progress of the field work necessitating the immediate filling of the position. Cases of this kind may be due to the position of assistant becoming vacant through the incompetency or disablement of the incumbent or through necessary rearrangement of parties.

Temporary employment for positions in grade 2 may be made for the field season without examination. The positions in this grade, by reason of their duties, are within the competitive service; but because of the brief period of employment appointments through examination at the present time are considered impracticable.

Temporary employment for positions in grade 3 may also be made without examination for the field season, as the positions in this grade are mostly unclassified and remote from the cities where registers for unclassified laborers are maintained, and in such cases where the duties are partially those of classified positions the brief periods of employment make appointments through examinations impracticable.

As appointments to grade 4 are for occasional services only and are given to residents in the particular place at which such services are desired, and as the compensation is merely nominal and not sufficient to provide for the support of any person, no examination will be required.

Persons desiring appointment to temporary positions in the field force of the Geological Survey, where such appointment is permissible without examination as shown above, should apply to the Director of the Geological Survey, Washington, D.C.

(For technical examinations held for positions in the Geological Survey, see sec. 149, 154, 173, 174, and 264.)

**Sec. 151. Government Hospital for the Insane.**—Apply for information concerning employment in the positions of attendant and classified laborer to the secretary of the board of examiners at the Government Hospital for the Insane, Washington, D.C.

**Sec. 152. Guard, United States Penitentiary Service.**—Age, 21 to 60 years; application form, 304. The medical certificate in Form 304 must be executed. Time allowed, three hours. Applications will not be accepted from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight, and the commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage, and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination and relative weights on a scale of 100 are: SPELLING, 10; ARITHMETIC, 5; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); PHYSICAL ABILITY, 20; TRAINING AND EXPERIENCE, 40.

Each applicant for examination for the position of guard will be required to submit to the examiner on the day he is examined a photograph of himself *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. The applicant will be furnished by the commission with a card on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant for the position of guard who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

There are three United States penitentiaries in which guards are employed—at Fort Leavenworth, Kans., Atlanta, Ga., and McNeil Island, Wash. Residents of the State of Washington are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge of such institution, who will be communicated with concerning the applicant's fitness for employment as a guard in a United States penitentiary.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time, it will be announced.

**Sec. 153. Horticulturist.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 154. Hydrographic engineer, Geological Survey.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 155. Immigrant inspector, Immigration Service.**—From this examination the positions of immigrant inspector and Chinese inspector will be filled. Age, 20 to 55 years; application form, 1312; time allowed, seven and one-half hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 15 (all first grade, see sec. 40); COPYING FROM PLAIN COPY, 5 (second grade, see sec. 41); PRACTICAL QUESTIONS IN THE IMMIGRATION AND CHINESE-EXCLUSION LAWS AND REGULATIONS, 30; TRAINING AND EXPERIENCE, 20.

Competitors who fail to receive a rating of at least 70 in the subject "Practical questions in the immigration and Chinese-exclusion laws and regulations" will not be eligible for appointment, and the remaining subjects will not be rated. Copies of the immigration and Chinese-exclusion laws may be obtained from the Department of Labor, Washington, D. C.

It is desired to secure persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request in answer to Question 1 of their applications may also be examined in one or both of the following optional subjects: (1) STENOGRAPHY AND TYPEWRITING, including the stenography and typewriting tests of the examination for stenographer and typewriter. Stenography will be given a weight of 30, and the typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 236 and 241 for description of tests.) A competitor who attains a rating of less than 70 in stenography, or an average rating of less than 70 in the three typewriting tests, and time, with the weights indicated above, will not be eligible in this optional. Time, not to exceed two hours and ten minutes. (2) INTERPRETING one or more of the following languages: Arabic, Armenian, Assyrian (Arabic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindoo, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Arabic), Turkish, Yiddish (Hebrew jargon). Applicants who desire to qualify in one or more of these languages will, upon notice to that effect, be furnished a copy of Form 1141, and the languages selected must be specifically named in answer to Question 1 of Form 1141 or Form 1312. No educational test in the languages will be given, but the rating in the language will be based upon the statements of the persons whose names and addresses the applicant furnishes on Form 1141, who can read and speak the language concerning which they vouch. At least two, but not more than three, names of persons must be furnished by the applicant for each language in which he desires to qualify. The same person may vouch for as many different languages as he is able to read and speak. No credit will be given for any language in which a rating of less than 70 per cent is received.

A register will be established containing the names of all competitors who become eligible on the basis subjects, and separate registers of those who are eligible on the basis and one of the optional subjects.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States will be divided into four districts, the Mississippi River to be the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California to be the dividing line north and south. (For mounted inspector, Immigration Service, on the Mexican border see sec. 200.)

This examination will be held only when eligibles are needed. (See sec. 44.)



**Sec. 156. Income tax.**—Positions under the income-tax law in the Treasury Department at Washington, D. C., below the grade of chief of division are in the competitive classified service, and appointments to such positions will be made in the same manner as to other classified positions. Positions under this law in the field outside of the Treasury Department at Washington, D. C., are filled under such regulations as may be prescribed by the Secretary of the Treasury. For information in regard to such positions application should be made to the Secretary of the Treasury, Washington, D. C.

**Sec. 157. Indian Insane Asylum.**—The board of examiners for this asylum has been abolished. Positions in this asylum are filled from appropriate eligible registers for the Departmental and Indian Services.

**Sec. 158. Indian Irrigation and Allotment Services.**—All positions in these services are classified and subject to examination except those hereafter mentioned under the heading "Unskilled laborers." The positions are divided into two general classes—first, those requiring an educational test, and, second, those requiring no educational test, and known as trades positions.

**Educational positions.**—The principal positions requiring an educational test are: Engineers; assistant engineers; junior engineers; surveyors; draftsmen; clerks, bookkeepers, stenographers, skilled laborers, copyists, and typewriters; specialists or experts. Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission.

**Trades or noneducational positions.**—Supervisors of ditches; superintendents of construction or grading; foremen; timekeepers; rodmen, chainmen, and similar positions; carpenters, blacksmiths, masons, and sawyers. All employees performing special duties, such as concrete finishers, cranesmen, dam and head-gate tenders, dredge engineers, ditch riders, electrical assistants, enginemen, line riders, powdermen, riggers. The employment of Indians in any of these positions is permissible without registration.

Applications for these positions are to be made to local boards of examiners.

Local boards of examiners have been constituted by the commission at the following points: California—Office of Chief Engineer, Federal Building, Los Angeles, Cal. New Mexico—Office of Superintendent of Irrigation, Albuquerque, N. Mex. Oregon—Office of Superintendent of Irrigation, Klamath Agency, Oreg. South Dakota—Office of Special Allotting Agent, Pierre, S. Dak. Utah—Office of Superintendent of Irrigation, Myton, Utah. Washington—Office of Special Allotting Agent, Nespelem, Wash.; Office of Superintendent of Irrigation, Toppenish, Wash. Wyoming—Office of Superintendent of Irrigation, Wind River, Wyo.

**Unskilled laborers.**—Unskilled laborers, such as apprentices in mechanical trades, axmen, bakers, cooks, derrickmen, drillmen, drivers, hostlers, teamsters, etc., to be appointed by the engineer in charge without examination.

**Sec. 159. Indian reservation superintendent, Indian Service.**—Age, except employees of the Indian Service, 25 years or over; application forms, 304, including the medical certificate, and special form.

Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.

Applications, with the accompanying examination material, will be rated and the register replenished quarterly, as soon as practicable after the first of January, April, July, and October. To receive consideration for a particular quarter, applications must be filed not later than the fifteenth of the preceding month. Subjects of examination and relative weights of subjects on a scale of 100: GENERAL EDUCATION AND SPECIAL TRAINING, 30; SPECIAL EXPERIENCE AND FITNESS, 40; ESSAY, 10; THESIS, 20.

The requirements of this examination demand that those who obtain eligible ratings must have had a broad general education and considerable special training along the lines of business management, economics, political science, applied sociology, and history, and have been reared in such economic and social environments as have brought them into real contact with the various kinds of humanity and the conditions under which they live. Experience in dealing with Indians or of a sociological nature is important. They should also have had executive experience, that along agricultural, industrial, or financial lines being considered valuable.

The duties of this position will be of a supervisory nature and will relate to farming (sometimes with irrigation), forestry, boarding schools and district day schools, grazing, questions of health (particularly tuberculosis and trachoma), combating the liquor traffic with Indians, and all human problems that can arise out of these various relations. Many of these reservations are as large as some of the smaller Eastern States, have several thousand Indians upon them, and possess varied natural resources. Each superintendent is therefore bound to come in contact with difficult economic and sociological problems.

The salaries of these positions range from \$1,200 to \$3,000 a year.

(For information concerning the Indian Service, see sec. 33.)

**Sec. 160. Industrial teacher, Indian Service.**—(Female, see Field Matron, sec. 142; male, see Farmer, sec. 139.)

**Sec. 161. Industrial teacher (men only), Philippine Service.**—Applications for this position are received by the commission at any time.

The next examination will be held beginning on August 27, 1914. Age, 20 to 40 years; application form, 2, including medical certificate. Time allowed, six hours if the competitor takes the practical questions in ironworking or woodworking, but not both. If the questions in both are taken, one hour additional will be allowed for the additional questions. Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING** on some subject relating to the trade, 15; **PENMANSHIP**, 5; **ARITHMETIC**, comprising problems involving addition, subtraction, multiplication, division, elementary bookkeeping, percentage, decimals, and problems in mensuration, 10; **METHODS OF PRESENTING AND TEACHING THE TRADE**, 20; **PRACTICAL QUESTIONS**, including a simple mechanical drawing, in (a) **IRONWORKING** and (b) **WOODWORKING** (competitors may be examined in either (a) or (b) or may take both if they desire), 30; **TRAINING AND EXPERIENCE**, 20.

The work of American men teachers is largely of a supervisory character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

Industrial work is being emphasized more strongly each year. Teachers of carpentry and forging and machine-shop practice are in great demand. There is need for men with sufficient knowledge of machinery to run small sawmills.

Practical teachers who are masters of their trades will find responsible and remunerative positions. More than thirty provincial schools are fully equipped with woodworking machinery, and many have both woodworking and ironworking machinery.

Applicants for this examination should have had experience in teaching these trades or should have had school training in them. Persons who are merely journeymen are not desired.

Competitors must supply themselves with small drawing board, drawing instruments, and india ink.

(For further requirements, see sec. 35.)

**Sec. 162. Inspector's assistant (men only), Bureau of Animal Industry, Department of Agriculture.**—Appointments will be made from this register to positions which were formerly filled from the tagger register. Age, 20 to 35 years; application form, 304; time allowed, six hours. Applicants must show in their applications that they have had at least three years' experience in handling meat-producing animals. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); PRACTICAL QUESTIONS, 50. Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment, and the remaining subjects will not be rated.

The duties of this position are to assist both veterinary inspectors and meat inspectors at slaughterhouses and packing establishments in connection with their duties as inspectors of meat and meat-food products.

The entrance salary of this position is \$840 per annum.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 163. Internal-revenue examination.**—For information and application form for classified positions in this service applicants should write to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 36.)

Attention is invited to the following provision of the urgent deficiency act, approved October 22, 1913:

"Hereafter any deputy collector of internal revenue or deputy marshal who may be required by law or by authority or direction of the collector of internal revenue or the United States marshal to execute a bond to the collector of internal revenue or United States marshal to secure faithful performance of official duty may be appointed by the said collector or marshal, who may require such bond without regard to the provisions of an act of Congress entitled 'An act to regulate and improve the civil service of the United States,' approved January 16, 1883, and amendments thereto, or any rule or regulation made in pursuance thereof, and the officer requiring said bond shall have power to revoke the appointment of any subordinate officer or employee and appoint his successor at his discretion without regard to the act, amendments, rules, or regulations aforesaid."

For information relating to positions connected with the administration of the income-tax law, see section 156.

**Sec. 164. Interpreter.**—This examination will be held only when eligibles are needed. (See sec. 44.) Persons requesting to be notified of this examination should state the languages in which they are proficient.

**Sec. 165. Irrigation engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 166. Irrigation engineer, Reclamation Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 167. Junior chemist, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, seven hours for the first three subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first three subjects will be given on the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally two of the optional subjects desired by the competitor will be given on the second-day and two on each succeeding day. Not more than two of the optional subjects will be given the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: GENERAL CHEMISTRY, 15; ELEMENTARY PHYSICS, 10; FRENCH AND GERMAN, 10; PRACTICAL QUESTIONS on each optional subject chosen, 35; EDUCATION, TRAINING, AND EXPERIENCE (see sec. 31 for time of filing application), 30.

Examination will be given in the following-named optional subjects, and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Advanced inorganic chemistry. | 7. Organic chemistry.        |
| 2. Analytical chemistry          | 8. Pharmaceutical chemistry. |
| 3. Biological chemistry.         | 9. Physical chemistry.       |
| 4. Dairy chemistry.              | 10. Sanitary chemistry.      |
| 5. Food chemistry.               | 11. Soil chemistry.          |
| 6. Metallurgical chemistry.      |                              |

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional subjects will not be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

An educational training equivalent to that required for graduation from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive his degree within six months from the date of the examination, is a prerequisite for consideration for this position. Certification of such senior students will be contingent upon their graduation within the time specified.

Each applicant must furnish in his application form the vouchers of two persons who are professionally qualified to vouch for the applicant.

The usual entrance salary for junior chemists ranges from \$1,200 to \$1,440 a year, but persons showing in their examination that they are unusually qualified are occasionally appointed at higher salaries not to exceed \$1,740 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those attaining the highest averages in the examination.

Certification will be made, as a result of this examination, to fill vacancies in the positions of assistant chemist, Bureau of Chemistry; junior chemist, Bureau of Mines and Bureau of Soils; laboratory assistant in chemistry and assistant chemist, Bureau of Standards, and vacancies in other positions requiring similar qualifications.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 168. Junior engineer (mechanical), Bureau of Mines.**—Age, under 30 years; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of five and seven hours, respectively. The first two subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY AND PHYSICS**, 10; **ESSAY on a mechanical engineering subject, accompanied by sketches**, 20; **MECHANICS AND DYNAMICS OF ENGINEERING**,

10; MECHANICAL ENGINEERING, INCLUDING TESTING OF FUELS, 30; TRAINING AND EXPERIENCE, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mechanical engineering, or that they are senior students in such institutions and will complete the required course in June.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 169. Junior engineer (mining), Bureau of Mines.**—Age, under 30 years, except that applications are accepted from persons under 35 years of age who have had the necessary educational training and have also had actual experience in rescue and recovery work at mine disasters, have made investigations and reports concerning mine disasters and their possible causes, and have had training and experience in the wearing of artificial breathing apparatus and in first aid to the injured; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY AND PHYSICS, 10; MINERALOGY AND GEOLOGY, 10; ESSAY, accompanied by sketches, on a subject relating to mining, 10; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MINING OPERATIONS, including tunneling, blasting, hoisting, ventilation, shaft sinking, etc., 30; TRAINING AND EXPERIENCE, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mining engineering, or that they are senior students in such institutions and will complete the required course in June.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 170. Junior engineer (civil), Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Applicants for this position will be given the examination for civil engineer in the Departmental Service. (See sec. 79 for entrance requirements and description of tests.) From the eligible list secured as a result of this examination, selection may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 171. Junior engineer (mechanical or electrical), Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men

will be admitted. Time allowed, two days of six and four hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **PURE AND APPLIED MATHEMATICS**, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; **CONSTRUCTION AND OPERATION** of boilers, engines, electric machinery and apparatus, materials of construction, etc. (general questions on mechanical and electrical engineering), 25; **THEORY AND PRACTICE OF (a) MECHANICAL ENGINEERING, OR (b) ELECTRICAL ENGINEERING** (questions on advanced theory and practice), the competitor to select (a) or (b), 30; **TRAINING AND EXPERIENCE** (see section 31 for time of filing application), 25.

No applicant who has not had at least five years' good experience in mechanical (or electrical) engineering work will be admitted to this examination. Graduation in mechanical (or electrical) engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of mechanical (or electrical) engineering about to graduate or just graduated and others who have filled minor positions and who have not received a suitable technical training will not be admitted to the examination.

From the eligibles secured as a result of this examination, selections may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 172. Junior engineer, Reclamation Service.**—Age, 20 to 45 years; application form, 1312. The medical certificate in application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Time allowed, two days of seven hours each. The first two subjects will be given on the first day, and the third and fourth on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS AND APPLIED MECHANICS**, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms or a slide rule, elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; **THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER**, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; **THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING**, as covered in first-class surveying textbooks, 20; **DRAWING AND LETTERING**, problem to show a knowledge of construction and use of contours, 15; **TRAINING AND EXPERIENCE**, 20.

In rating training and experience a minimum rating of 70 per cent will be given applicants who have just graduated or are about to graduate in civil engineering from any reputable technical school or college. Higher ratings will be given for special education or practical experience. Junior engineers may be appointed assistant engineers (see sec. 59), provided they possess the requisite qualifications, and may be promoted to engineer positions in the discretion of the department. Failure to attain 70 per cent in experience will not in itself render a competitor in this examination ineligible.

From the eligible list obtained from this examination secondary positions in the Reclamation Service, with a salary of \$900 a year and upward, will be filled. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for junior engineer may be placed on the register for assistant engineer (see sec. 59) if his ratings and experience are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Applicants should provide themselves with a slide rule, a straightedge, a scale showing 400 feet to the inch, and such other drawing instruments as may be necessary in making a contour map.

All questions are such that any competent third or fourth year technical student with little practical experience may be expected to answer them satisfactorily.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 173. Junior engineer, Technology Branch, Geological Survey.**—(See Junior engineer, Bureau of Mines, secs. 168 and 169.)

**Sec. 174. Junior topographer.**—(Formerly topographic aid examination.) Age, 20 to 30 years, except that the maximum age limit in the case of men who have had five field seasons' experience in any Government bureau as technical field assistants doing topographic work similar to that executed by the Geological Survey is 35 years.

Application form, 1312. The medical certificate on the application form must be executed. Time allowed, two days of six and seven hours, respectively. The first and second subjects will be given on the first day; the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 15; SURVEYING, USE AND CARE OF INSTRUMENTS, AND ELEMENTS OF ASTRONOMY as applied to surveying (the field questions are all elementary in character and do not involve any mathematical knowledge beyond that required under subject 1), 15; CONTOUR CONSTRUCTION, consisting of drawing contour lines from given perspective view, 25; TOPOGRAPHIC DRAWING AND LETTERING, 15; TRAINING AND EXPERIENCE, 30.

Appointment to permanent positions in the Geological Survey will be made from the junior topographer register. Certifications for filling temporary positions during the field season will be made from the topographic aid register. (See sec. 264.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject "training and experience."

Competitors must supply themselves with drawing board not less than 15 inches square, drawing pen, pencil, scale, ink, and square or triangles.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 175. Kindergarten teacher, Indian Service.**—Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the

position of kindergarten teacher in the same school; application form, 1312; time allowed, two days of five hours each. The first seven subjects are given on the first day, the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing 20 or more misspelled words, 5; PEDAGOGY, one or more topics relating to the principles of kindergarten instruction, to be discussed in essays of not less than 100 to 250 words, 10; ARITHMETIC AND FORM STUDY, questions concerning the relation of kindergarten gifts and occupations to number and form, 10; LANGUAGE, questions relative to teaching English in primary and kindergarten work, 5; GEOGRAPHY, questions relative to the presentation of the elements of geography to kindergarten and primary pupils, 5; NATURE STUDY, questions on topics relative to the teaching of this subject in primary instruction, 5; DRAWING, tests in graphic free-hand sketching, chiefly to test ability to illustrate lessons in kindergarten and primary instruction, 10; PSYCHOLOGY OF CHILDHOOD, questions on topics relative to the principles of psychology involved in kindergarten and primary instruction, 10; USE OF KINDERGARTEN MATERIALS, practical tests with kindergarten materials to determine the competitor's ability to use them in school work, 15; SONGS, GAMES, AND STORIES, questions on topics designed to test competitor's familiarity with this subject in kindergarten work, 15; PHYSIOLOGY AND HYGIENE, questions having special reference to the proper care and consideration to be given by the teacher to kindergarten and primary pupils, 5. (For information concerning the Indian Service see sec. 33.)

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 176. Laboratory apprentice, Bureau of Standards.**—Age, 17 to 21 years; application form, 1312; time allowed, two days of seven and three hours, respectively. The first three subjects will be given on the first day and the fourth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 40), 10; ELEMENTARY ALGEBRA AND GEOMETRY, 25; ELEMENTARY PHYSICS, 25; ELEMENTARY MECHANICAL DRAWING, 20; SPECIAL TRAINING, 20.

Special consideration in rating the element of special training will be given to graduates of mechanical training, technical, or scientific schools, or to those who have had equivalent training in scientific or technical laboratories.

Each competitor must supply himself with a small drawing board, T square, triangle, ink, pens, pencils, drawing instruments, and a scale divided into sixteenths.

The entrance salaries for this position range from \$480 to \$540 a year.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 177. Laboratory assistant, Bureau of Standards.**—Men only will be admitted to this examination. Age, 20 to 35 years; application form, 1312; time allowed, four hours for the first two subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first two subjects will be given on the morning of the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally one of the optional subjects desired by the competitor will be given on the afternoon of the first day and two on each succeeding day. Not more than two of the optional subjects will be given the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: GENERAL PHYSICS, 25; FRENCH OR GERMAN, 10; PRACTICAL QUESTIONS on each optional subject chosen, 35; EDUCATION, TRAINING, AND EXPERIENCE (see sec. 31 for time of filing application), 30.



Examination will be given in the following-named optional subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                      |                            |
|--------------------------------------|----------------------------|
| 1. Advanced general physics.         | 4. Electrical engineering. |
| 2. Ceramics.                         | 5. Paper technology.       |
| 3. Civil and mechanical engineering. | 6. Textile technology.     |

A competitor must attain a rating of at least 70 per cent in the practical questions in at least one of the optional subjects to be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

An educational training equivalent to graduation from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive a degree within six months from the date of examination, is a prerequisite for consideration for these positions. Certification of such senior students will be contingent upon their graduating within the time specified.

The entrance salaries of these positions range from \$900 to \$1,200 a year.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination will be held beginning on October 14, 1914. (See secs. 1 and 2.)

**Sec. 178. Land law clerk, Departmental Service.**—Age, 18 years or over; application and examination form, 1312; time allowed, two days of five hours each. The first five subjects will be given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICAL QUESTIONS in elementary law and in United States public-land laws and procedure, 40; TRAINING AND EXPERIENCE, 30.

Appointments from this register are made to the position of land law clerk in the Forest Service, Department of Agriculture, at entrance salaries ranging from \$900 to \$1,600 a year, and to the position of register and receiver's clerk in local land offices, under the Department of the Interior, at an entrance salary of \$900 a year, with possibility of promotion to \$1,000, \$1,100, \$1,200, \$1,300, and \$1,400, in the order designated. Appointments may also be made to positions in other branches of the service in which a knowledge of public-land laws and procedure is necessary.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 179. Law clerk, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of five hours each. The first five subjects are given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5

(all first grade, see sec. 40); **LAW**, embracing practical questions upon nearly the entire field of law, excepting technical rules of practice and statutory laws not common to all the States, 70. Competitors who fail to attain a rating of 70 in the subject of law will not be eligible for appointment and the remaining subjects will not be rated.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 180. Law clerk-stenographer-typewriter.**—From the list of eligibles resulting from this examination appointments will be made to the position of clerk, qualified in law, stenography and typewriting, and to the position of naturalization examiner in the Department of Labor. This examination supersedes the examination for naturalization examiner. Age, 22 to 40 years, but no eligible who is under 27 years of age will be certified to the position of naturalization examiner, and no person under 24 years of age will be certified for appointment to a position in the Field Service; application form, 304. Time allowed, two days of six and six and one-half hours, respectively. The first eight subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **STENOGRAPHY** (see sec. 236), 20; **COPYING AND SPACING** (typewriting, see sec. 236), 4; **COPYING FROM ROUGH DRAFT** (typewriting, see sec. 236), 3; **COPYING FROM PLAIN COPY** (typewriting, see sec. 236), 2; **TIME**, 6; **PENMANSHIP**, 5; **REPORT WRITING** (first grade, see sec. 40), 10; **ARITHMETIC** (first grade, see sec. 40), 5; **SPELLING** (first grade, see sec. 40), 5; **COPYING AND CORRECTING MANUSCRIPT** (first grade, see sec. 40), 5; **LAW** (law clerk, see sec. 179), 35.

These positions offer opportunities for advancement in work and salary in the Bureau of Naturalization at Washington, and from there by transfer to field positions where an exceptionally fine opportunity exists for acquiring experience and knowledge of court procedure and practice in both Federal and State courts.

In order to become eligible as a result of this examination competitors must attain a rating of at least 70 in the subject of law, of at least 70 in stenography, and an average rating of at least 70 in the three typewriting tests and time, with the weights indicated. Should a competitor fail in these subjects, the remaining subjects of his examination will not be considered.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 181. Librarian.**—This examination will be held only when eligibles are needed. (See sec. 44; also Library cataloguer examination, sec. 183; also Scientific assistant examination, sec. 230.)

**Sec. 182. Library assistant.**—This examination will be held only when eligibles are needed. (See sec. 44; also Library cataloguer examination, sec. 183, and Scientific assistant examination, sec. 230.)

**Sec. 183. Library cataloguer, Departmental Service.**—Age, 18 to 40 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **LIBRARY ECONOMY**, 30; **BIBLIOGRAPHY**, including cataloguing and indexing, 35; **GERMAN, AND EITHER FRENCH OR SPANISH**, 10; **EDUCATION, TRAINING, AND EXPERIENCE** (see sec. 31 for time of filing application), 25.

At least one year's training in a library school, or one year's experience in actual library work in a library where modern methods are employed, is a prerequisite for consideration for this position.

The entrance salary of this position ranges from \$720 to \$1,000 a year.

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

**Sec. 184. Library of Congress.**—Applicants for positions in the Library of Congress should address the Librarian of Congress, Washington, D. C., as these positions are not in the classified service.

**Sec. 185. Life-Saving Service.**—A person to be eligible for appointment to the position of surfman must be a citizen of the United States; not under 18 nor over 45 years of

age; not less than 5 feet 5 inches in height; not less than 135 nor more than 205 pounds in weight without clothing; must reside in the district in which he seeks employment; must be able to read and write the English language; must not have passed an examination for surfman within approximately one year next preceding; **MUST BE A GOOD SWIMMER**; must have had at least three years' experience as a surfman, sailor with incidental experience as row boatman, or row boatman: *Provided*, That where an applicant has had at least one year's experience in the handling and operating of motor boats in rough water, two years' experience as surfman, sailor with incidental experience as row boatman, or row boatman shall be considered sufficient: *Provided further*, That no credit shall be allowed for experience of any kind obtained before the age of 15 years. No educational test is required.

The names of persons who are found upon examination to be eligible will be entered upon the register of eligibles quarterly—January 1, April 1, July 1, and October 1. Applications that are received in complete form at the commission prior to December 15, March 15, June 15, and September 15 will be considered for the register to be established on the first of the next succeeding month.

Applications for examination may be filed at any time. Apply for information concerning examinations for surfman in this service to the keeper of the life-saving station nearest your place of residence.

Clerical and other positions in this service are filled in the same manner as similar positions in other parts of the classified service.

**Sec. 186. Lighthouse Service.**—All clerks, stenographers and typewriters, typewriters, and other clerical employees, and messengers, watchmen, and skilled laborers will be appointed through certification from registers established in the civil-service district in which the appointments are to be made. (See sec. 36.) Superintendents, assistant superintendents, aids, cadet engineers, and cadet officers and all other technical or professional employees will be appointed through certification from registers established by the Civil Service Commission or in other manner prescribed by the civil-service rules.

All mechanics, foremen, and master mechanics who are not excepted from examination, keepers, assistant keepers, and other competitive employees of lighthouse tenders, light vessels, and light stations not designated in the preceding paragraph are appointed by selection from the proper register of eligibles prepared by the local boards unless appointed in some other manner permissible under the civil-service rules.

Apply for information concerning examinations for this service to the inspector of the lighthouse district in which employment is desired. Numbers of districts and headquarters are as follows:

1st .....	Portland, Me.	11th.....	Detroit, Mich.
2d .....	Boston, Mass.	12th.....	Milwaukee, Wis.
3d .....	Tompkinsville, N. Y.	13th.....	Rock Island, Ill.
4th.....	Philadelphia, Pa.	14th.....	Cincinnati, Ohio.
5th.....	Baltimore, Md.	15th.....	St. Louis, Mo.
6th.....	Charleston, S. C.	16th.....	Ketchikan, Alaska.
7th.....	Key West, Fla.	17th.....	Portland, Ore.
8th.....	New Orleans, La.	18th.....	San Francisco, Cal.
9th.....	San Juan, P. R.	19th.....	Honolulu, Hawaii.
10th.....	Buffalo, N. Y.		

(See also secs. 49, 74, 75, 112, and 249.)

**Sec. 187. Linotype operator.**—(See Printer, sec. 219.)

**Sec. 188. Local and assistant inspector of boilers, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1087.

An applicant for the position of local inspector of boilers must have had at least five years' actual practical experience as chief engineer of ocean or inland steamers of

American registry of over 100 gross tons, or as first assistant engineer of steamers of American registry of 600 gross tons or over, at least one year of which experience must have been within the five years next preceding the date of application. The experience required must have been under United States license, and the fact that he has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any vessels owned and operated by the United States, whether under license or not, or who has had three years' experience at sea as a commissioned engineer officer or as a warrant machinist in the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service.

An applicant for the position of assistant inspector of boilers must have the same qualifications as for local inspector, except that the term of service required is three years, at least one year of which must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

An applicant who wishes to be examined for both the lake and river service and the seacoast and harbor service should so indicate in answer to Question 1 of his application.

In making certifications for the positions of local and assistant inspector of boilers in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat-inspection district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days of eight hours each. The first and second subjects will be completed and the third subject begun on the first day. The third subject will be completed on the second day.

If the competitor is examined for both the lake and river service and the seacoast and harbor service, four hours will be allowed on the third day for the additional questions on boilers and machinery.

Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest. Competitors are permitted to select one of two subjects given, 10; ARITHMETIC, including problems in common and decimal fractions, mensuration, and square root, 10; BOILERS AND MACHINERY, comprising practical questions relating to boilers, engines, and machinery of steam vessels, and strength of boiler material, 60; TRAINING AND EXPERIENCE, 20.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of boilers he must receive at least 70 per cent in the examination in boilers and machinery, and an average percentage in the entire examination of at least 70.

Form 1405, containing further information concerning the positions of local and assistant inspector of boilers, will be furnished upon application to the commission.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 189. Local and assistant inspector of hulls, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1067.

The examinations are of the following classes: 1. For seaboard and harbor ports. 2. Lake and river ports.

In the following, the terms "seaports" and "seaboard ports" refer only to the ports of Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Los Angeles, Cal.; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York, N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.; and the term "inland ports" refers to all other inspection ports.

An applicant for the position of local inspector of hulls for seaboard ports must have had at least five years' actual practical experience, under United States license, as master of seagoing steam vessels or of inspected seagoing motor vessels of American registry of over 100 gross tons, or as chief mate of seagoing steam vessels of American registry of over 100 gross tons, a portion of which time must have been on seagoing steam vessels or on inspected seagoing motor vessels of 500 gross tons or over, or as second mate of seagoing steam vessels of American registry of over 4,500 gross tons; for inland ports an applicant must have had at least five years' actual practical experience, under United States license, as master or first-class pilot of steam vessels or of inspected motor vessels of American registry of over 100 gross tons. At least one year of the required five years' experience must have been within the five years next preceding the date of application. The experience as master must have been on vessels required by law to carry a licensed master. The fact that the applicant has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any steam vessels owned and operated by the United States, whether under license or not, or who has served at sea for three years as a line officer of the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service. An applicant for the position of local or assistant inspector of hulls must be free from the defect of color-blindness.

An applicant for the position of assistant inspector of hulls must have the same qualifications as for local inspector, except that the required term of service is three years, at least one year of which service must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to Question 1 of their applications.**

The examinations are of the following classes:

1. For seaboard ports on inland waters of the Atlantic and Pacific coasts. The examination for this class includes sea navigation. 2. Inland ports on the inland waters of the Atlantic and Pacific coasts. Examination in sea navigation is not included. In this class are the ports of Albany, N. Y.; Burlington, Vt.; and New York, N. Y. (Inland register.) 3. Ports on the Gulf of Mexico, including New Orleans, La.; Apalachicola, Fla.; Galveston, Tex.; and Mobile, Ala. 4. Ports on the Great Lakes. 5. Ports on central western rivers.

In making certifications for the positions of local and assistant inspector of hulls in the Steamboat-Inspection Service, preference will be given to eligibles who are legal

residents of the local steamboat inspection district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days. First day, seven hours for the first four subjects; second day, one and one-half hours for lifeboats and life rafts, two and one-half hours for sea navigation (if this subject is taken), and one hour and twenty minutes for each additional sheet taken by the competitor on the subjects of hull construction and pilot rules and inland navigation. The additional sheets will be given only to competitors who are qualified to take the examination for other districts than the ones of which they are legal residents.

*Examination for ports not requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, comprising problems in common and decimal fractions, mensuration, and square root, 10; HULL CONSTRUCTION, comprising questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and method of joining same, 30; PILOT RULES AND INLAND NAVIGATION, comprising questions on the pilot rules of the Board of Supervising Inspectors and Inland Navigation, 20; LIFEBOATS AND LIFE RAFTS, comprising questions relating to the capacity of lifeboats and life rafts, 10; TRAINING AND EXPERIENCE, 20.

*Examination for ports requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, 10; HULL CONSTRUCTION, 20; PILOT RULES AND INLAND NAVIGATION, 20; LIFEBOATS AND LIFE RAFTS, 10; SEA NAVIGATION, including practical questions relating to sea navigation, 10; TRAINING AND EXPERIENCE, 20.

NOTE.—The subject of sea navigation will be required at the following-named ports only: Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, T. H.; Jacksonville, Fla.; Juneau, Alaska; Los Angeles, Cal.; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York,<sup>1</sup> N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of hulls he must receive at least 70 per cent in the examination in hull construction, at least 70 per cent in pilot rules and inland navigation, at least 70 per cent in each of the problems in sea navigation (where examination in sea navigation is required), and an average percentage in the entire examination of at least 70.

Each competitor taking the examination for the position of inspector of hulls for seaboard ports should bring to the examination room a copy of Bowditch's Navi-

<sup>1</sup>At the port of New York some of the positions do not require a knowledge of sea navigation, and for these there are necessary only the requirements for inland port positions; at this port, therefore, the subject of sea navigation in the examination will be optional, but all applicants who can qualify for seaport positions are advised to take this subject, as their prospects of appointment are thereby increased.

gator, or similar work on navigation containing the necessary tables for the solution of problems in latitude and longitude. Nautical almanacs will not be needed.

Form 1405, containing further information concerning the positions of local and assistant inspector of hulls, will be furnished upon application to the commission.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 190. Magazine attendant.**—This examination will be held only when eligibles are needed.

Apply for information concerning date and places of examination to the secretary of the board of examiners of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 191. Manual training teacher, Indian Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 192. Mate, Coast and Geodetic Survey.**—Age, 21 to 45 years; application and examination form, 1800. No educational test is required, but experience and character as shown by the application and vouchers will be rated on a basis of 100 for perfect, giving consideration to the date, length, quality, and character of the experience shown, and especially to experience which is continuous and recent. Applications for this examination may be filed at any time.

Each applicant must submit with his application a license as master or first or second mate issued by the Steamboat-Inspection Service, or a certificate from the service showing the character of the license which is held by the applicant, and should give in his application the names and tonnages of vessels upon which he has been employed. It is desired that vouchers be furnished from employers or superior officers under whom the applicant has worked. An eligible who is selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

**Sec. 193. Matron, Indian Service.**—Only applicants in perfect physical health, as shown by the medical certificate, will be permitted to enter this examination. From the list of eligibles resulting from this examination appointments will also be made to the positions of seamstress and housekeeper. Age, 24 to 45 years, but age limits do not apply to Indians, or to the wife of a superintendent of an Indian school who applies for examination for the position of matron, seamstress, or housekeeper in the same school; application and examination form, 304, including the medical certificate; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, about seven lines of ordinary prose containing 20 or more misspelled words, 5; DOMESTIC ECONOMY, comprising practical, economical housekeeping and the training of pupils in domestic science and good morals, 25; NURSERY MANAGEMENT AND DOMESTIC HYGIENE, involving a knowledge of the principles of domestic hygiene, the diseases of children and their treatment by the nurse, the ventilation and disinfection of the sick room, what to do until the doctor comes in emergency cases, and the general duties of a nurse, 25; CUTTING, FITTING, AND SEWING, involving a knowledge of the principles of cutting, fitting, and sewing by both hand and machine, 15; KEEPING ACCOUNTS, a memorandum of domestic supplies received and issued is given and the competitor required to make the proper entries to account for same, 10; TRAINING AND EXPERIENCE, 15.

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

(For information concerning the Indian Service, see sec. 33.)

**Sec. 194. Meat inspector, Bureau of Animal Industry, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44; also Veterinarian, sec. 272.)

**Sec. 195. Mechanical and electrical engineer.**—This examination will be held only when eligibles are needed. (See sec. 44; also Junior engineer, mechanical or electrical, sec. 171.)

**Sec. 196. Messenger, Departmental Service.** (See Subclerical examination, sec. 247.)

**Sec. 197. Messenger boy, Departmental Service.**—Age, 16 to 18 years; application form, 304; time allowed, three hours. For positions in the departments at Washington this examination is held *only at Washington*. The salary of the position is so small that it is not advisable to have applicants who reside at a distance from Washington apply for the examination. Messenger boys appointed since September 18, 1909, can not be promoted to another grade.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside of the District of Columbia the examination will be held in the city or vicinity in which a vacancy exists.

The examination will be held only when eligibles are needed.

**Sec. 198. Mint and Assay Service.**—Mint or assay offices are located in the following-named cities:

*Mints.*—Denver, Colo.; New Orleans, La.; Philadelphia, Pa.; and San Francisco, Cal.

*Assay offices.*—Boise, Idaho; Carson, Nev.; Deadwood, S. Dak.; Helena, Mont.; New York, N. Y.; St. Louis, Mo.; Salt Lake City, Utah; San Francisco, Cal.; and Seattle, Wash.

An application for examination for employment in a mint or assay office will not be accepted from a person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry will be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

Classified positions in the Mint and Assay Service are arranged in the following schedules:

*Schedule A, positions excepted from examination by the civil-service rules.*—Appointments to these positions may be made by the Secretary of the Treasury without examination upon nomination by the head of the establishment: One private secretary or confidential clerk to the superintendent, and one cashier in each mint and one in the assay office at New York.

*Schedule B, technical positions.*—Appointments to the following positions will be made from registers of eligibles established through appropriate examinations: Assistant assayer, assayer's assistant, assistant coiner, assistant melter and refiner, assistant engraver, curator, chief electrician, chemist, dynamo tender, engineer, assistant engineer, foreman of laboratory, superintendent of refinery, foreman of refinery, weigher in assay department, foreman and assistant foreman not in Schedule D.

*Schedule C, clerical positions—Subdivision 1:* Appointments to these positions will be made from eligibles without regard to experience, from first-grade registers: Clerk, register of deposits, custodian of vaults. *Subdivision 2:* Appointments to these positions will be made from among eligibles who have had appropriate experience: Cashier in assay office other than that of New York City, assistant cashier, book-keeper, all clerical positions requiring qualifications not tested by the ordinary clerk examination, chief clerk.

*Schedule D, mechanical trades and other skilled positions.*—For all positions under this schedule evidence will be required of the physical fitness of applicants to fill the



positions for which they are examined. *Subdivision 1:* Appointments to these positions will be made after a registration test based upon experience and previous employment: Annealer, blacksmith, carpenter, cutter, diemaker, electrician, fireman, foreman and assistant foreman not in Schedule B, lead burner, machinist, melter, painter, plumber, prover, roller, scale repairer, sewing woman, skilled workman. *Subdivision 2:* Appointments to these positions will be made after an examination consisting of a simple educational test and a rating based upon previous employment: Captain of the watch, coin counter, doorkeeper, elevator conductor, guide, helper, janitor, janitress, messenger, selector, superintendent of building, telephone operator, watchman.

*Schedule E, technical assistants.*—Appointments to these positions will be made after competitive examination in either electrical engineering, mechanical engineering, chemistry and metallurgy, or chemistry and assaying, to which examination only graduates from technical schools of recognized standing who are over 20 and under 25 years of age will be admitted.

*Schedule F, unclassified positions.*—Appointments to these positions in the assay offices at New York, Seattle, and St. Louis, and in the mints at Denver, New Orleans, Philadelphia, and San Francisco, will be made from the labor registers kept by the secretary of the appropriate civil-service district. In other assay offices appointments to this schedule may be made without registration.

Persons appointed to Schedule F shall not be assigned to duties pertaining to other schedules. The duties of a position and not its designation determine its inclusion in Schedule F. Positions, however designated, must not be treated as unclassified unless their occupants are regularly engaged wholly on mere unskilled manual labor. Among such duties are included charwork, care of animals, harness, and wagons, loading wagons, and moving heavy materials.

Examinations for positions in this service are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the secretary of the civil-service district in which the mint or assay office in which employment is desired is located. (See sec. 36.)

Sec. 199. Monotype operator. (See Printer, sec. 219.)

Sec. 200. Mounted inspector, Immigration Service.—This examination is held for filling positions of mounted inspector in the Immigration Service on the Mexican border. Persons appointed as a result of this examination will not be eligible for promotion to regular inspector positions without having first passed the examination which is given for entrance to the service as immigrant or Chinese inspector. Age, 21 to 45 years; application forms, 304 and 1878; time allowed, four hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 4; ARITHMETIC, 4; LETTER WRITING, 4; PENMANSHIP, 4; COPYING FROM PLAIN COPY, 4 (all third grade, see sec. 42); PRACTICAL QUESTIONS (as to the general features of the immigration and Chinese-exclusion laws), 30; TRAINING AND EXPERIENCE, 50.

Applicants for this position should be capable of performing the arduous work incident to what is known as "line riding," which involves the performance of duty in the rough and mountainous country along the Mexican boundary far remote from the centers of civilization.

This examination will be held only when eligibles are needed. (See sec. 44.)

Sec. 201. National military parks.—The names and locations of national military parks are as follows: Chickamauga and Chattanooga National Park, Chattanooga, Tenn.; Gettysburg National Military Park, Gettysburg, Pa.; Shiloh National Military Park, Pittsburg Landing, Tenn.; Vicksburg National Military Park, Vicksburg, Miss. For information concerning examinations for positions in this branch of the service apply to the district secretary of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 202. Naturalization examiner, Department of Labor.**—This examination has been superseded by the law clerk-stenographer-typewriter examination. (See sec. 180.)

**Sec. 203. Nautical expert, Hydrographic Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 204. Navy-Yard Service.**—A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it. Boards have been organized at the following naval establishments:

Navy yards at Portsmouth, N. H.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Washington, D. C.; Norfolk, Va.; Charleston, S. C.; Mare Island, Vallejo, Cal., and Puget Sound, Wash.; naval stations at Newport, R. I.; Key West, Fla.; and Pearl Harbor, Hawaii; Naval Proving Ground, Indian Head, Md.; Naval Training Station, Great Lakes, Ill.; Naval Academy, Annapolis, Md.; naval magazines at Iona Island, N. Y., and Lake Denmark, N. J.; depot of supplies, United States Marine Corps, Philadelphia, Pa.

All artisans and supervising artisans at navy yards or naval stations, or elsewhere in the field service of the Navy Department, not specifically excepted by law or Executive order, are included in the competitive classified service. All other positions embraced in Groups 2 to 5 (b), inclusive, in the list below are also in the competitive classified service.

The force in the Navy-Yard Service is divided under five groups, as follows:

**UNCLASSIFIED.**—*Group 1.* Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge, such as boys; boys, boiler scalers; hod carriers; laborers, common; stable keepers; teamsters; hostlers.

**CLASSIFIED.**—*Group 2.* Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge, such as apprentices; boys, rivet heaters; dredgers; helpers; holders-on.

*Group 3.* Artisans, such as anchor makers; angle smiths; blacksmiths; block makers; boat builders; boiler makers; buffers and polishers; cabinetmakers; calkers; carpenters; carvers; chain makers; coffee roasters; coopers; coppersmiths; core makers; die sinkers; divers; drillers; drivers; electroplaters; engine tenders; fasteners; finishers; firemen; flag makers; flange turners; forgers; furnace men; galvanizers; gardeners; gas fitters; hammermen; harness makers; horseshoers; joiners; leather workers; letterers and grainers; machinists; masons; mechanics, electrical; mill men; millwrights; model makers; molders; oakum spinners; operatives, female; ordnance men; packers; painters; pattern makers; pavers; pile drivers; pipe coverers; pipe fitters; plasterers; plumbers; punchers and shearers; reamers; riggers; riveters; rollers, iron; sailmakers; saw filers; sawyers; seamstresses; sheet-metal workers; ship fitters; ship-smiths; shipwrights; slaters; spar makers; steam fitters; stonecutters; tinnern; tin roofers; toolmakers; tool sharpeners; turners; upholsterers; varnishers and polishers; wharf builders; wheelwrights; wiremen.

*Group 4.* Supervising artisans, such as master mechanics, foremen; quartermen and leading men, in charge; foremen, quartermen, and leading men serving under other supervising artisans.

*Group 5. (a)* Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification, such as artisan inspectors; assistant examiners; planners and estimators; progress men.

*(b)* Special employees who are required to have educational and technical qualifications, such as clerks; draftsmen; laboratorians; messenger boys; messengers; sub-inspectors; watchmen. The term "clerk" as here used is a general one, and includes the positions of bookkeeper, stenographer, and typewriter in addition to those usually designated as clerk.

Applications for employment in Groups 1, 2, and 3 will be received at the office of the labor board at the navy yard or naval station on each working day of the year. The names of applicants for positions named in the groups referred to but not appearing on

the approved annual schedule of wages will be recorded, and the necessary blank forms will be forwarded to them through the mails, if there is need of eligibles in their trade or occupation during the year. Applicants for positions which appear on the approved annual schedule of wages will be furnished with the blank forms to be executed by them, which forms must be returned, properly executed, at least two weeks before the end of the current quarter; otherwise they will be considered in the next quarter.

The positions embraced in Groups 4 and 5 (a), when not filled by promotion, may be filled through competitive examination. If an open competitive examination is to be held, notice thereof will be given by publication in the local press and by posting in the navy yard.

Positions embraced in Group 5 (b) in the Field Service are filled from registers maintained by the civil-service district secretaries (see sec. 36), except that the positions of ship draftsman and copyist ship draftsman are filled from registers in the office of the commission at Washington, D. C. For information concerning examinations for positions in Group 5 (b) application should be made to the district secretary of the civil-service district in which is located the navy yard or station in which employment is desired. (See Draftsman, copyist ship, sec. 108, and Draftsman, ship, sec. 117, this Manual.)

Applicants for employment in the occupations embraced in Group 1 will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which, except for boy applicants, includes a strength test.

The relative standing of applicants for positions embraced in Groups 2 and 3 will be determined by an examination comprising the elements of physical ability and training, experience, and fitness. The ratings given to these elements will be based upon the applicant's statements in his application and upon corroborative evidence.

Applicants for original appointment to positions in Groups 1, 2, and 3 will be rated quarterly, and oftener when necessary to meet special needs.

The age limits for employment in positions embraced in Groups 1, 2, and 3 are as follows: *Group 1*—Boys, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 2*—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, 21 years or over; apprentices, between 15 and 18 years, and boys, rivet heaters, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 3*—Riveters, 18 years or over; operatives, female, 18 years or over; ordnance men, 23 years or over; all others, 20 years or over.

With a few exceptions clerks at navy yards and naval stations are paid a per diem compensation for working days and national holidays, but not for Sundays, i. e., on a basis of 313 days in a year. Upon the completion satisfactorily of the usual probationary term a per diem clerk is given an absolute appointment, and his employment continues for an indefinite period. The entrance rate of pay for clerks varies in accordance with the character of the work, but the following table indicates approximately the rates allowed at entrance for routine clerical work, bookkeeping, typewriting, and stenography:

	Per diem.	Per annum.
Routine work.....	\$2. 00 to \$2. 48=	\$626. 00 to \$776. 24
Bookkeeping.....	2. 48 to 3. 04=	776. 24 to 951. 52
Typewriting.....	2. 48 to 2. 80=	776. 24 to 876. 40
Stenography.....	3. 04 to 3. 76=	951. 52 to 1, 176. 88

Vacancies for clerks at navy yards where the compensation is in excess of \$3.04 per diem are usually filled by promotion. In accordance with law per diem employees at navy yards are granted 15 days' leave with pay each year, and in the discretion of the Secretary of the Navy said leave may be extended not to exceed 15 days

in any one year in exceptional and meritorious cases where such employee is ill. During the first year of employment, however, the 15 days' leave with pay is granted at the rate of  $1\frac{1}{4}$  days per month as earned.

**Sec. 205. Observer, Weather Bureau.**—(See Assistant observer, sec. 64.)

**Sec. 206. Ordnance Department at large.**—Positions in the Ordnance Department at large are arranged in two classes, namely, those requiring an educational examination and those filled through noneducational examination.

The positions requiring educational examination are: Chemist; clerk; draftsman; draftsman, apprentice; draftsman, assistant; engineer, civil; engineer, mechanical; messenger; photographer; skilled office laborer; watchman.

The positions requiring no educational tests are: Assistant foreman; assistant to inspector of ordnance; chief inspector; foreman; gang boss; inspector; master armorer; master carpenter; master harness maker; master machinist; master mechanic; master painter; master plumber; magazine keeper; rate setter; steamboat captain; storehouse keeper; storehouse keeper, assistant; superintendent of bridges; speed boss.

Annealer; assembler; blacksmith; boiler maker; barrel driller; barrel heater; barrel reamer; barrel rifler; barrel roller; barrel straightener; barrel turner; bluer; browner; burnisher; bricklayer; carpenter; core maker; casehardener; craneman; cutter; diesinker; drop forger; electrician; engineer; farrier; filer; file cutter; fireman; gauge maker; hair spinner; harness maker; instrument maker; jeweler; lens grinder; mason; machinist; miller; millwright; molder, painter; packer; pad maker; pattern maker; pipe fitter; plater; plumber; polisher; printer; profiler; punch-press operator; rigger; roofer; saddler; screw maker; shaver; slater; steam fitter; stocker; stonecutter; stonemason; tapper; temperer; tinsmith; tool grinder; toolmaker; tool keeper; toolsmith; wireman; woodworker, machine.

Assistant engineer; assistant machinist; assistant millwright; assistant molder; chipper; laboratory assistant; machine operator; skilled workman; steam-hammer driver.

Chauffeur; deckhand; draw operator; draw tender; guard; janitor; oiler; skilled laborer; switchman.

Helper: Blacksmith's, carpenter's, electrician's, furnace, machinist's, molder's, plumber's, polisher's, printer's.

Charwoman; laborer; stableman; teamster.

Apply for information concerning employment to the board of examiners at the ordnance establishment in which employment is desired or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See sec. 36.)

Boards for this service are located at the following places:

Augusta, Ga.	Philadelphia, Pa.	San Antonio, Tex.
Benicia, Cal.	Manila, P. I.	Springfield, Mass.
Dover, N. J.	New York, N. Y.	Watertown, Mass.
Fort Hancock, N. J.	Rock Island, Ill.	Watervliet, N. Y.

**Sec. 207. Parcel post.**—Examinations are not held especially for the parcel post, parcel mail being handled by the regular postal employees in the same manner that other mail matter is handled. For information concerning examinations for the Post-Office Service apply to the civil-service district secretary in charge of the district in which employment is desired. (See sec. 36.)

**Sec. 208. Pharmacist, third class, Public Health Service.**—Men only will be admitted to this examination; age, 21 to 30 years; application form, 1312; time allowed, two days of seven hours each. The first five subjects will be given on the first day and the remaining subjects on the second day. The medical certificate on the application form must be executed by a medical officer of the Public Health Service. When

this requirement would work a hardship upon an applicant because of his distance from such officer, he may have the certificate executed by any physician; in which event, however, he will be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants must show in their applications that they are graduates in pharmacy. Appointees may be required to move from place to place, as pharmacists are subject to change of station from time to time. Unmarried men or men with small families are preferred. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; LETTER WRITING, 5 (all second grade, see sec. 41); ELEMENTS OF BOOKKEEPING AND ACCOUNTS, 5; CHEMISTRY, comprising the general principles of chemistry, a consideration of the preparation and constitution of the principal inorganic salts and carbon compounds, 20; PHARMACY, comprising the theory and practice of pharmacy, and the preparations of the United States Pharmacopœia, 40; MATERIA MEDICA, comprising the origin and preparation and general properties of drugs, physical and chemical, and the physiologic action, therapeutics, and dose, 15.

This examination will be held beginning on September 9, 1914. (See secs. 1 and 2.)

**Sec. 209. Photographer.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 210. Physician.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of physician in the Indian Service, physician in the Panama Canal Service, physician (formerly district health officer) in the Philippine Service, acting assistant surgeon in the Public Health Service, surgeon and assistant surgeon in the Coast and Geodetic Survey, and positions requiring similar qualifications in other branches of the service. Age 21 years or over, but eligibles who were more than 40 years of age on the day of the examination will not be certified except for filling vacancies in the position of acting assistant surgeon in the Public Health Service, and eligibles who were less than 22 or more than 30 years of age on the day of the examination will not be certified for positions in the Panama Canal Service. *An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for any other service. An applicant who desires to become eligible for appointment in one or more of the other services need file but one application for all the services (including the Indian Service, Public Health Service, the Coast and Geodetic Survey, and the Panama Canal Service). As a result of this examination a person may be eligible at the same time for appointment in the Panama Canal Service and the departmental services.* Unmarried men are preferred for the Panama Canal Service.

Application forms, 2 for the Philippine Service and 1312, including medical certificate, for other services. For positions in the Philippine Service the medical certificate on Form 2 must be executed by some medical officer in the service of the United States. (See sec. 35.) For positions in the Public Health Service and in the Coast and Geodetic Survey the medical certificate on Form 1312 must be executed by an officer of the Public Health Service, except that when this requirement would work a hardship upon an applicant because of his distance from such officer he may have the certificate executed by any physician. In this event, however, he may be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants need not have the county officer's certificate executed.

Applicants must be graduates of recognized medical schools. Students who are members of the graduating class of any recognized medical school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the college showing that they have been

graduated. Additional credit will be given to competitors for physician positions in the Tropics who have had special training in tropical medicine. Only persons who have had at least two years' experience in the practice of their profession since graduation will be eligible for appointment to the position of acting assistant surgeon in the Public Health Service.

Wherever practicable, appointments as acting assistant surgeon in the Public Health Service are made of eligibles residing at the place where the vacancy exists.

The number of surgeons and assistant surgeons in the Coast and Geodetic Survey actually employed and under pay at any time is nine. Four of these are employed in Alaska and on the Pacific coast, four in the Philippines, and one on the Atlantic coast and in Porto Rico. Officers serving in the Philippines receive 20 per cent additional pay and are usually relieved at the end of three years. All surgeons and assistant surgeons are attached to vessels; and while their first duty is to conserve the health of the crew, it is expected that they will take part in the work of the survey. Appointments will be confined to those who indicate in the personal question sheet of the examination willingness to accept service in any of the regions named.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, regional and minute anatomy, general physiology, the physiologic functions and relations of organs, 10; SURGERY AND SURGICAL PATHOLOGY, general and special surgery, surgical diagnosis, pathology, treatment, and technic, 20; CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS, elementary questions in inorganic and organic chemistry, the physiologic action and therapeutic uses and doses of drugs, 10; BACTERIOLOGY AND HYGIENE, the technic of bacteriologic laboratory methods, and the practical application of the principles of bacteriology and hygiene to prophylaxis and treatment, 15; GENERAL PATHOLOGY AND THEORY AND PRACTICE OF MEDICINE, the etiology, pathology, symptomatology, and treatment of diseases, 20; OBSTETRICS AND GYNECOLOGY, the general practice of obstetrics, diseases of women, their etiology, pathology, diagnosis, symptoms, and treatment, medical and surgical, 10; TRAINING AND EXPERIENCE, rated on the statement submitted by the applicant in his application, and corroborative evidence, 15.

Entrance salaries in the Indian Service range from \$900 to \$1,100 a year; in the Panama Canal Service, \$1,800 a year; in the Philippine Service, from \$1,600 to \$1,800 a year, with certain allowances for travel in the case of district health inspectors, and in some hospital positions other allowances, depending upon the nature of the work. In the Public Health Service the salaries range from \$480 to \$1,800 a year; in the Coast and Geodetic Survey the entrance salary is \$1,200, and those serving in the Philippines under the Coast and Geodetic Survey receive 20 per cent additional.

Each applicant for examination for the position of physician will be required to submit to the examiner on the day he is examined a photograph of himself *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. The applicant will be furnished by the commission with a card on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

This examination will be held on September 9, 1914, for applicants for all services *except the Philippine Service.* (See secs. 1 and 2.) It is not probable that the examination for the Philippine Service will be held before the spring of 1915. Should an examination be held before that time it will be announced.

(For further information concerning the Indian Service see sec. 33; Panama Canal Service, sec. 34; Philippine Service, sec. 35.)

**Sec. 211. Plate printer, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination form, 1080. Applicants will be required to show that they have served an apprenticeship of at least four years. Those who began their apprenticeship since April 1, 1906, will be required to show that at least three years of it was served during minority under the instruction of a competent plate printer, whose name and position must be indicated in the application blank, and that no part of this period was served under 16 years of age. The above restrictions will not operate as against those apprentices who began their apprenticeship after April 1, 1906, in the Bureau of Engraving and Printing. The kind of experience and the character of the plate printing done by the applicant are considered in determining the ratings on the subject of experience, the highest ratings being given for work of the same character as the plate-printing work required in the Bureau of Engraving and Printing. No educational test is required. Applications for this examination may be filed at any time. (For further information see sec. 43.)

**Sec. 212. Postal clerk, Panama Canal Service.**—Only single men who are experienced in all branches of post-office work will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, six hours. The county officer's certificate in the application form need not be executed. Applicants must have had at least two years' experience as clerk (not as carrier) in United States or Canal Zone post offices, and must be familiar with the receipt, distribution, and dispatch of mail matter, the issuance of money orders, the registration of mail, and the preparation of the various reports required of postmasters. Entrance salaries, \$100 and \$125 a month. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 20; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 10; READING ADDRESSES, test in noting with pen or pencil on a printed sheet of addresses differences between the printed addresses and the written addresses of which they are a copy, 10; TRAINING AND EXPERIENCE, 20. (For further requirements see sec. 34.)

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

The positions of postmaster and assistant postmaster in the Canal Zone are filled by the promotion of postal clerks.

**Sec. 213. Postal Savings System.**—The duties in connection with these depositories in classified post offices are performed by the clerks in such post offices, and applicants desiring such positions should enter the regular post-office examination. (See sec. 216.)

**Sec. 214. Postmasters.**—All positions of postmaster of the fourth class, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa, are in the competitive classified service. Appointment to offices having an annual compensation of as much as \$180 is made as a result of appropriate open competitive examination in accordance with the civil-service law and rules: *Provided*, That in the event that for the examination for any office there are less than three applicants the commission may in its discretion authorize selection in the same manner as provided for offices with annual compensation of less than \$180. Examinations are held only when specially announced. Applications are not received until such announcement is made. Appointment to offices having an annual compensation of less than \$180 is made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General directs a post-office inspector to visit the locality and make selection and recommendation for appointment from among the persons filing applications, such selection and recommendation

to be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The recommendation of the post-office inspector is approved or disapproved by the Post Office Department, and the department reports its action to the Civil Service Commission. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the commission upon request.

Postmasters at first, second, and third class post offices are appointed by the President subject to confirmation by the Senate.

**Sec. 215. Post-office inspector, Post Office Department.**—This examination will be given only upon the request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department, or in the office of the Auditor for the Post Office Department, for promotion or transfer to this grade. Application should be made to the Postmaster General, Washington, D. C.

**Sec. 216. Post-Office Service.**—The position of city letter carrier and the positions of assistant postmaster and clerk in first and second class post offices are classified. A board of examiners is organized at each classified post office for the purpose of furnishing information in regard to examinations and to hold examinations. For information relative to appointment to positions in third-class post offices application should be made to the Postmaster General, Washington, D. C. Apply for information concerning examinations for positions in first and second class post offices to the board of examiners at the post office in which employment is desired. (See secs. 36 and 212; also Postmasters, sec. 214.)

**Sec. 217. Press feeder (cylinder or platen), Government Printing Service.**—Age, male, 21 years or over; female, 18 years or over; application forms, 304 and 1145; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 16; ARITHMETIC, 16; LETTER WRITING, 16; PENMANSHIP, 16; COPYING FROM PLAIN COPY, 16 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 20. Experience is rated on the statements and vouchers furnished on Form 1145 as follows: For three months' experience, 50; six months, 60; nine months, 65; one year, 70; fifteen months, 75; eighteen months, 80; twenty-one months, 85; two years, 90; two and one-half years, 95; three years or more, 100 per cent. In order to secure these ratings the experience claimed must be continuous and recent. No credit is allowed for experience gained subsequent to the date of taking the educational part of the examination, and no application is accepted which does not show that the applicant has had either (1) at least three months' experience and has fed, at the rate of 1,200 sheets per hour, sheets not less than 24 by 38 inches in size on a cylinder press or sheets not less than 14 by 17 inches in size on a platen press, or (2) at least three months' experience in packing and banding cards of approximately 3½ by 5½ inches, at the rate of at least 300 packets per hour.

Separate registers will be established of those with experience in feeding presses and of those with experience in packing and banding cards.

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

**Sec. 218. Pressman (men only), Government Printing Service.**—Age, 21 years or over; application forms, 304 and 1746. The medical certificate in Form 304 need not be executed. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Form 304 and corroborative evidence, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one



year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time, it will be announced.

**Sec. 219. Printer, Government Printing Service.**—Age, 20 years or over; application forms, 304 and 1745. The medical certificate and county officer's certificate in form 304 need not be executed. Time allowed, five and one-half hours for the basis subjects, and three hours on the following day for each optional subject taken. Applicants must show in their applications that they have served at least five years in the trade of compositor, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. Persons who take either the linotype or monotype optional subject must have had at least one year's experience in the operation of linotype or monotype machines, which experience may be concurrent with the compositor experience. No credit will be allowed in the examination for experience gained below the age of 14 years. Basis subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 3; ARITHMETIC (third grade, see sec. 42), 3; LETTER WRITING (third grade, see sec. 42), 3; PENMANSHIP, 3; COPYING FROM ROUGH DRAFT, 15; ABBREVIATIONS, 5; CORRECTING PROOF, embracing the interpretation of proof-readers' marks, 10; TABULATING, arrangement of matter in tabular form and indication of the cast, 8; JOB COMPOSITION, MAKING-UP, IMPOSING, BANK WORK, EDITING AND PROOF READING, JACKET WRITING, ESTIMATING, AND COMPUTING, 25; TRAINING AND EXPERIENCE AS BOOK AND NEWSPAPER COMPOSITOR, 25. The last two subjects are rated on Forms 304 and 1745, and corroborative evidence.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the basis subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state, at the head of his application, the optional subjects in which he desires examination.

(1) MECHANISM AND OPERATION OF LINOTYPE (practical questions), (2) MECHANISM AND OPERATION OF MONOTYPE (practical questions), (3) ARRANGEMENT OF WORK FOR JOB PRINTING.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Certifications for appointment will be made (1) of eligibles having the highest ratings on a certain optional subject, who have also passed on the basis subjects, and (2) of eligibles who have the highest average percentage on the basis subjects only.

It is expected that appointments will be made chiefly from the optional registers, and only in exceptional cases will certifications be made from the register resulting from the basis examination alone.

Vacancies in compositor positions in any part of the service may be filled by certification from the printer register.

Persons whose names are now on the eligible register as a result of passing the basis part of the examination may file a new application and enter the examination; or they may have their eligibility continued by filing, previous to the date of the examination, an application on Form 304, excluding the county officer's certificate and the medical certificate. In the latter case their names will be placed upon a list to be resorted to only for temporary appointment as hand compositors, and then only when the printer register may be exhausted for that purpose.

Persons who desire their eligibility continued in the optional subjects must file an application and enter the examination.

This examination will be held beginning on September 9, 1914. (See sec. 1 and 2.)

**Sec. 220. Printer, Philippine Service.**—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including the medical certificate. Time allowed, two days of seven hours each. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **PROOF READING**, a practical test in reading and marking galley proof of straight and tabular matter requiring corrections of typographical errors, abbreviations, type, and style, 20; **COPY EDITING**, a practical test in the preparation of several sheets of manuscript, indicating title page, new odd or even pages, type of text and headings, cast, all indentations, etc., so that it could be followed literally by the printer, 35; **TRADE QUESTIONS** on job and book composition, making up, imposing, bank work, work-order writing (writing instructions for processing work), estimating and computing, also questions as to the competitor's experience in the various specialties of the trade, and knowledge of the auxiliary trades of pressman, bookbinder, electrotyper, and photo-engraver, 25; **TRAINING AND EXPERIENCE**, 20.

The position of printer is in the Bureau of Printing, Manila, P. I. Entrance salary, \$2,000 a year; advance within six months to \$2,250; and promotion to \$2,500 as vacancies occur, when efficiency is demonstrated.

The corps of printers in the Philippine Bureau of Printing is limited, and men must be secured with the widest range of knowledge in the trade. Their assignments range from elementary work to the editing of scientific and technical manuscript. They are designated "craftsmen instructors" and must possess ability to instruct Filipinos in all the specialties of the trade, and, besides, must have executive ability in order that advancement to executive positions can be made as vacancies occur.

In answer to Question 19 relating to experience in the application form the following additional facts must be furnished, following "(e)" in the application form:

(f) Applicants must show that they have served at least five years at the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman.

(g) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time served with each as an apprentice.

(h) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time employed by each as a journeyman, and specify every branch or kind of work on which employed, giving the length of time employed on each kind of work.

The Bureau of Printing employs Filipinos as workmen, and the duties of the Americans employed in the bureau are mainly of a supervisory character; that is, to direct the work and see that it is properly done, and to see that the machinery is kept in good order. Applicants should therefore possess the requisites of instructors and have the disposition to impart their knowledge to the native help. Promotions to vacancies are based upon the ratings attained by employees in ability and efficiency. (For further requirements, see sec. 35.)

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 221. Printer's assistant, Bureau of Engraving and Printing.**—This position will be filled as a result of the skilled-laborer (female) examination, and persons desiring appointment to this position should apply for that examination. (See sec. 233.)

**Sec. 222. Proof reader.**—The position of proof reader in the Government Printing Office is filled by the promotion of printers, and hence no examination for it will be given by the commission.

**Sec. 223. Public Health Service.**—The employees of the Public Health Service are distributed throughout the United States, but most of them are employed at the

marine hospitals, quarantine stations, or offices located at the following-named places:

Baltimore, Md.	Lewes, Del.	Portland, Me.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Brunswick, Ga.	Louisville, Ky.	Port Townsend, Wash.
Buffalo, N. Y.	Manila, P. I.	Quarantine, La.
Cairo, Ill.	Mayport, Fla.	St. Louis, Mo.
Carrabelle, Fla.	Memphis, Tenn.	San Diego, Cal.
Cedar Keys, Fla.	Miami, Fla.	San Francisco, Cal.
Charleston, S. C.	Milwaukee, Wis.	San Juan, P. R.
Chicago, Ill.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	New Orleans, La.	Seattle, Wash.
Detroit, Mich.	Norfolk, Va.	South Boca Grande, Fla.
Evansville, Ind.	Pensacola, Fla.	Southport, N. C.
Fernandina, Fla.	Perth Amboy, N. J.	Stapleton, N. Y.
Galveston, Tex.	Philadelphia, Pa.	Vineyard Haven, Mass.
Honolulu, Hawaii.	Pittsburgh, Pa.	Washington, D. C.
Key West, Fla.	Ponce, P. R.	Wilmington, N. C.

All employees at marine hospitals and quarantine stations must be of the male sex and preferably unmarried, as no quarters are furnished for families. At Southern quarantine stations preference will be given to applicants who are shown to be immune to yellow fever.

Appointments or employments in any one of the minor positions (such as quarantine attendant, nurse, master, deck hand, pilot, seaman, cook, cabin boy, ship keeper, boatman, engineer for quarantine duty, engineer in marine hospitals, etc.) are made as a result of registration at the marine hospital or station at which employment is sought, and the proper application form (No. 1370) can be obtained from the officer in charge. Upon its execution the applicant must appear before the medical officer for physical examination and must be passed by that officer in order to become eligible.

There is no educational test for these minor positions, and the applicant is rated upon the basis of the information furnished in the application filed by him.

The position of assistant surgeon in this service is filled by appointment by the President with the advice and consent of the Senate. Persons desiring appointment to this position should communicate with the Surgeon General, Public Health Service, Washington, D. C.

The positions of acting assistant surgeon, pharmacist (third class), clerk, stenographer and typewriter, and professional positions not specified, in this service will be filled from appropriate registers or from specially announced examinations. (See secs. 208 and 210.)

**Sec. 224. Quartermaster Corps.**—The branch of the service formerly known as the Quartermaster's Department at large is now embraced in the Quartermaster Corps. The Army appropriation act, approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive examinations held by the Civil Service Commission may be filled through such examination or by enlistment. At least for the present the positions named below will be filled through examinations.

Educational examinations will be given for the following: Chemist; civil engineer; clerk (qualified in passenger and freight accounts); clothing examiner; draftsman; engineer (stationary); inspector of clothing; inspector of construction; inspector of meat; inspector of shoes; inspector of supplies; messenger; stenographer; superintendent of construction; veterinarian; watchman.

Noneducational examinations will be given for the following: Engineer (stationary); forester; gardener; janitor; packer (at depots); rodman; warehouseman; wheelwright; positions in the harbor boat service.

The above-named positions will be filled as far as practicable from the regular eligible registers of the commission. In the absence of eligibles specially announced examinations will be held.

The age limits for mechanical trades and other noneducational positions in this service are: Men, 20 to 50 years; women, 18 to 50 years.

The positions of assistant stationary steam engineer and stationary steam engineer are noneducational, provided that the salary paid is not in excess of \$900; for positions paying more than \$900 educational tests will be required.

Application forms for noneducational examinations and for the watchman, messenger, and stenographer examinations may be secured from, and should be filed with, the district secretary having jurisdiction of the territory in which the depot or office in which employment sought is located. Applications for positions in the Quartermaster Corps in Colorado and New Mexico are to be filed with the secretary of the Seventh Civil-Service District. (See sec. 38.)

The noneducational positions mentioned as existing in the Quartermaster Corps do not exist in all of the districts, and applications are accepted by the district secretaries only for such positions as exist in their respective districts.

For information relating to positions filled by enlistment, application should be made to the Secretary of War, Washington, D. C.

**Sec. 325. Railway mail clerk.**—Age, 18 to 35 years; application form, 304; medical certificate on application form must be executed; county officer's certificate is not required; time allowed, 5 hours; entrance salary, \$900 a year. Applicants must be at least 5 feet 5 inches in height, exclusive of boots or shoes, must weigh not less than 130 pounds in ordinary clothing without hat or overcoat, and must have no physical defects. The use of eyeglasses will not necessarily render a person ineligible for examination. Any attempt to deceive in regard to height, weight, or age will be deemed sufficient cause for barring an applicant from future examinations. Eligibles selected for appointment may be required to take an additional physical examination at their own expense before entering upon duty. The general superintendent of the Railway Mail Service has advised the commission that persons reporting for duty will be required to be vaccinated or to show that they have been successfully vaccinated. Women are not admitted to this examination. Persons who desire appointment to the position of mail weigher in the Railway Mail Service should apply for and take the examination for railway mail clerk. Appointment to the position of sea postal clerk is usually made by transfer or promotion from the Railway Mail or Post-Office Service, and application should be made to the Postmaster General, Washington, D. C.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 10; ARITHMETIC, addition, subtraction, multiplication, and division of whole numbers, common and decimal fractions, compound numbers, involving a knowledge of the ordinary tables of weights and measures, and arithmetical analysis, 20; LETTER WRITING, a letter of not less than 150 words on either of two subjects given, 20; PENMANSHIP, 20; COPYING FROM PLAIN COPY (second grade, see sec. 41), 20; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 10.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 326. Railway Securities Commission.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 227. Reclamation Service.**—All positions in this service are classified and subject to examination except those hereafter mentioned under the heading "Unskilled labor."

All classified positions may be considered under two headings: First, those requiring an educational test; and, second, those requiring no educational test, and known as trades positions.

**Educational examinations.**—The principal positions requiring an educational test are: Junior engineers, assistant engineers, engineers, draftsmen and computers, bookkeepers, clerks, field clerks, stenographers, copyists, typewriters, skilled laborers, watchmen; specialists or experts in various lines, for which special examinations are held from time to time, such as chemists, electrical engineers, law clerks, physicians, etc.

Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission. Whenever necessary, specially announced examinations will be held to meet the needs of the service. (See sec. 44.)

Application should be made to the U. S. Civil Service Commission, Washington, D. C., or the district secretary (see sec. 36), for all information concerning educational examinations. (See secs. 59, 141, 166, and 172.)

Certification may be made from the eligibles of the district in which the service is to be rendered.

**Noneducational examinations.**—Positions requiring no educational tests are as follows: Superintendents of construction, irrigation, or grading; corral bosses, etc. Inspectors, including inspectors of earthwork, masonry, concrete, etc. Foremen, including master laborers, master workmen, master carpenters. Survey men, who may perform the duties of transitmen, levelmen, rodmen, chainmen, etc. Recorders and receivers of material, including property or store clerks, timekeepers, toolkeepers, stewards, and storekeepers. All employees performing special duties, as cement testers, concrete finishers, cranesmen, dam and headgate tenders, deputy inspectors, dredge engineers, ditch riders, electrical assistants, stationary engineers, steam-shovel engineers, gate tenders, helpers, janitors, line riders, powder men, riggers, stewards, trackmen, truckmen, etc.

Application should be made to the local board of examiners at any one of the following-named places for the noneducational examinations mentioned above. Local boards of examiners have been constituted by the commission at the following points:

Boise, Idaho.	Huntley, Mont.	Phoenix, Ariz.
Browning, Mont.	Klamath Falls, Oreg.	Poplar, Mont.
Easton, Wash.	Malta, Mont.	Powell, Wyo.
Elephant Butte, N. Mex.	Mitchell, Nebr.	Provo, Utah.
El Paso, Tex.	Montrose, Colo.	Rupert, Idaho.
Fallon, Nev.	Naches, Wash.	St. Ignatius, Mont.
Fort Shaw, Mont.	Newell, S. Dak.	Savage, Mont.
Grand Junction, Colo.	Okanogan, Wash.	Sunnyside, Wash.
Great Falls, Mont.	Orland, Cal.	Yuma, Ariz.
Hermiston, Oreg.		

The boards of examiners should be addressed as follows:

Board of Civil-Service Examiners, U. S. Reclamation Service,

.....(adding post-office address of particular board).

**Unskilled labor.**—All unskilled laborers are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen and their occupation is of the most temporary character. With these are grouped the following: Apprentices in mechanical trades, axmen, bakers, boat-

men, cooks, cooks' helpers, derrickmen, drillmen, drivers, hostlers, teamsters, and waiters.

**Sec. 228. Rural delivery carrier.**—Age, 18 to 55 years, the maximum limit being waived in case of honorably discharged United States soldiers or sailors. A copy of the regulations may be obtained from the commission at Washington upon request, or from the district secretary. (See sec. 36.)

**Sec. 229. Safety-appliance inspector, Interstate Commerce Commission.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 230. Scientific assistant, Department of Agriculture.**—Age, 20 years or over; application form, 1312. Time allowed: Four hours for the first and second subjects combined, three and one-half hours for the practical questions in each optional (scientific) subject taken, and one hour for each language taken. The first and second subjects will be given on the first day. The particular time at which any optional (scientific) subject may be taken can not be determined in advance, but generally one of these optional subjects will be given the competitor on the first day and two on each succeeding day.

Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 40), 10; REPORT WRITING, 10; PRACTICAL QUESTIONS ON EACH OPTIONAL (SCIENTIFIC) SUBJECT CHOSEN, 30; THESIS (to be delivered to the examiner on the first day of the examination), 15; EDUCATION, TRAINING AND EXPERIENCE, in each optional (scientific) subject chosen, 35.

The third subject will consist of practical questions relating to the optional (scientific) subject or subjects in which the applicant desires to be examined. The general nature of the work covered by these questions in each scientific subject is indicated below.

Examination will be given in the following-named optional (scientific) subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                       |                                 |                        |
|-----------------------|---------------------------------|------------------------|
| 1. Agronomy.          | 8. Forage crops.                | 13. Plant breeding.    |
| 2. Animal husbandry.  | 9. Horticulture.                | 14. Plant pathology.   |
| 3. Dairying.          | 10. Library science.            | 15. Pomology.          |
| 4. Entomology.        | 11. Marketing and distribution. | 16. Seed testing.      |
| 5. Farm economics.    | 12. Nutrition and calorimetry.  | 17. Soil bacteriology. |
| 6. Farm equipment.    |                                 | 18. Soil surveying.    |
| 7. Farm organization. |                                 |                        |

**Agronomy.**—This subject includes general questions on field crops with reference to their classification, adaptation, distribution, comparative importance, etc.; also practical questions on cultural and harvesting methods, rotations, and other related subjects. Several appointments are made each year from the register in agronomy. Qualified persons are urged to enter this examination, since the commission has experienced considerable difficulty in securing a sufficient number of properly qualified eligibles to meet the demands of the service. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

**Animal husbandry.**—This subject covers the general field of animal husbandry, including poultry husbandry. The usual entrance salary ranges from \$900 to \$1,500 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,500 a year will be made only from those attaining the highest averages in the examination.

*Dairying.*—This subject includes general questions on the breeding, feeding, and care of dairy live stock and the production of dairy products. Some of the commercial problems related to dairying are also considered. The object of this examination is to secure persons who have had a general fundamental training in dairying. Usual entrance salary \$1,000 to \$1,440 a year.

*Entomology, general and economic.*—This subject includes questions on insect classification, biology, and behavior; also practical questions on the remedies for combating the principal injurious insects. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm economics.*—A subdivision of farm-management investigations. Questions relate to methods and scope of conducting and tabulating farm management surveys. Also practical questions in farm-cost accounting and farm records, embracing a discussion of factors and principles involved in determining cost of farm products. Persons who have had training in economics along these lines are urged to enter this examination. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm equipment.*—A subdivision of farm-management investigations. Questions relate to investment in equipment, the equipment of farms and enterprises, overhead charges, daily and seasonal duty of implements and tools, adaptation and organization of equipment, amount and arrangement of space in outbuildings, farm architecture, and farm houses. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm organization.*—This subject comprises questions relating to cropping systems for farms of different sizes and types, geographic distribution of crop and stock enterprises and reasons for the same, conditions affecting the profitableness of stock and crop enterprises, the seasonal distribution of labor on different crops, standards of farm labor, leases, contracts, etc. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Forage crops.*—Formerly given as agrostology, but now changed to its present title. Consists principally of questions regarding the cultivation and utilization of the principal forage crops, including temporary and permanent pasture crops. This subject is really a subdivision of the first-mentioned subject of agronomy, the only difference being that it deals more specially with forage crops than the general subject of agronomy. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Horticulture.*—This subject comprises questions on vegetable gardening (both market gardening and truck farming), the botany of vegetables, the breeding of vegetable plants, and the methods of cultivation, harvesting, packing, and shipment of truck as

well as market-garden crops; also general questions concerning insect pests and fungous diseases of these crops. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

*Library science.*—This subject consists of questions on library economy, including cataloguing, classification, book ordering, loan systems, reference work, and bibliography, especially the bibliographies of the sciences that pertain to agriculture. Qualified persons are urged to enter this examination, as difficulty has been experienced in securing a sufficient number of eligibles. The usual entrance salary ranges from \$840 to \$1,000 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,400 a year. Certification to vacancies paying more than \$1,000 a year will be made only from those attaining the highest averages in the examination.

*Marketing and distribution.*—This subject includes questions on the general subject of the preparation, distribution, and sale of farm products, including packing, standardization, transportation, storage, and the accumulation and dissemination of information on supply and demand. The usual entrance salary is \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Nutrition and calorimetry.*—This subject includes questions on experimental methods in nutrition and calorimetry, physiology and chemistry of nutrition, etc. The usual entrance salary ranges from \$1,020 to \$1,440 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those attaining the highest averages in the examination.

*Plant breeding.*—This subject comprises questions on general plant breeding, including variation, hybridization, and the general evolutionary study of plants, especially those utilized in agriculture. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Plant pathology.*—This subject comprises questions on plant pathology, control of plant diseases, special cultural methods for fungi and bacteria, and bibliography of plant diseases; also elementary questions in mycology, microtechnique, general bacteriology, and photographic technique. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Pomology.*—This subject includes questions on pomological botany, varieties of fruits, control of insect and fungous diseases, the production of fruits, methods of packing, shipping, marketing, etc. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.



*Seed testing.*—This subject comprises questions on general botany, including systematic, morphological, and physiological botany, with special reference to testing seeds for purity and germination. Usual entrance salary, \$840 to \$1,200 a year.

*Soil bacteriology.*—This subject consists of questions on soil bacteriology and bacteriological technique, including questions on botanical and chemical subjects related to soil bacteriology. Usual entrance salary, \$1,400 to \$1,620 a year.

*Soil surveying.*—This subject comprises questions on the making of simple base maps, the identification and classification of soils, and the relation of soils to agriculture. The usual entrance salary ranges from \$960 to \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

The thesis called for under the fourth subject must be prepared prior to the examination and be delivered to the examiner on the first day of the examination. Each competitor must enter on his thesis his name, address, examination number, and the optional or optionals in connection with which he wishes the thesis considered.

The thesis may include the results of some original investigation on the part of the applicant, or it may represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts. It is preferred, however, that it include the results of some original investigation. If the applicant desires to be examined in two or more optional subjects, it is advisable to submit a separate thesis for each subject. If but one thesis is submitted, it will be graded in connection with each optional subject upon which the applicant is examined, and a thesis having little or no bearing upon any particular optional will not be given a high rating in connection with that optional. The length of the thesis may be determined by the applicant and the thesis may be in handwriting or typewriting.

The thesis may be on any size paper most convenient and must be accompanied by a sworn statement in the following language: "I, the undersigned, do solemnly swear (or affirm) that in the preparation of the accompanying thesis the composition is entirely my own, and that I have given full credit by quotation marks or references to authorities for any quoted matter." The oath must be taken before a notary public or other officer authorized to administer oaths for general purposes, and the officer's signature must be authenticated by official seal. If the oath be taken before a justice of the peace or other officer who has no official seal, his official character must be certified by the clerk of the court, secretary of state, or other proper officer, under official seal.

For the optional subject of Library science, an educational training equivalent to one year in a library school is a prerequisite for consideration. For all other optional subjects an educational training equivalent to that required for a bachelor's degree from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to graduate within four months, is a prerequisite for consideration.

The fifth subject, that of education, training, and experience in the specific work covered by the optional (scientific) subject, will be rated from statements made in the application form and corroborative evidence.

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional (scientific) subjects will not be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional (scientific) subject.

In addition, an applicant may select one or more of the following languages for examination: French, German, Italian, Russian, Spanish. None of these subjects is required, it being entirely optional with the applicant whether any of them are taken. Each will be rated on the basis of 100 per cent, but no credit will be given for the language subject in connection with any optional scientific subject if the rating received is less than 70. The tests will consist of simple prose translations into English, one hour being allowed for each language. The particular time at which any of these subjects may be taken can not be determined in advance.

The positions for which the examinations are held offer many attractive features. Excellent opportunities are afforded for scientific research in the laboratories of the Department of Agriculture. Furthermore, practically all of these positions require more or less investigational work in the field outside of Washington, D. C., which enables one to obtain a broad and comprehensive view of one's special subject of investigation as related to the entire country. When traveling in the field away from either official or temporary headquarters the expenses of the investigator are paid.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination, in all subjects, will be held beginning on October 14, 1914. (See secs. 1 and 2.) An examination in the subject of marketing and distribution will also be held beginning on July 22, 1914.

**Sec. 231. Seamstress, Indian Service.**—Examination identical with that for matron, and applicants desiring appointment to this position should apply for the matron examination. (See secs. 33 and 193.)

**Sec. 232. Secret Service, men only.**—Applicants for positions in the Secret Service of the Treasury Department should forward, addressed to the Secretary of the Treasury and marked "Personal," Form 304, properly executed, and such evidence as to their experience, training, qualifications, and personal characteristics as they may be able to obtain, without any reference to their political or religious affiliations, which may be considered as proof of their fitness for employment in this service. This examination is confined to experience and personal fitness. Applicants should also give the names and addresses of the persons to whom they refer as to their character and qualifications for employment in this service. Inquiries in regard to applications filed for this service should be addressed to the Secretary of the Treasury.

**Sec. 233. Skilled laborer (female).**—Age, 18 to 35 years; minimum height, 4 feet 10½ inches, without shoes; application form, 304. Vision in each eye must be normal, or made so by glasses. From this examination certifications will be made to fill vacancies as they may occur in the positions of printer's assistant in the Bureau of Engraving and Printing and skilled laborer (female) in the Government Printing Office. No person will be certified to the Bureau of Engraving and Printing who is less than five feet in height, without shoes, or who was on the date of the examination less than 20 years of age. This examination is held only at Washington, D. C.

Application blanks may be obtained from the commission at any time and should be executed and filed with the commission immediately upon their receipt. When a date for the examination is determined all persons having applications on file will be notified when to report for examination. Applicants should notify the commission of any changes in their post-office address. Form 1419, containing further information, will be furnished upon request.

**Sec. 234. Skilled laborer (male), Departmental Service.**—(See Subclerical examination, sec. 247.)

**Sec. 235. Special agents, special employees, and confidential agents, Treasury Department.**—The positions of special agent under the Treasury Department and the positions of special employee and of confidential agent in the Customs Service are in the competitive classified service. These positions are filled by the promotion of persons already in the competitive classified service in or under the Treasury Department after passing appropriate examination, which is given only upon request of the Secretary of the Treasury.

**Sec. 236. Stenographer and Typewriter. General information (all services).**—*Branches of the service.*—Stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental Service, which includes the departments and other Federal offices in Washington, D. C. (see secs. 237, 241, and 267); the Field Service, which includes Federal offices outside of Washington, D. C. (see sec. 242); the Panama Canal Service, which includes offices of the Panama Canal in the Canal Zone (see secs. 239, 243, and 269); and the Philippine Service, which includes offices of the civil service of the Philippine Islands (see sec. 244). The combined stenographer and typewriter examination is given for each of the four branches; the separate stenographer examination is given for the Departmental and Field Services; the separate typewriter examination is given for the Departmental, Field, and Panama Canal Services.

Examinations for the Field Service are held separate from those for the other three services. As a result of one stenographer and typewriter examination, a man may become eligible for appointment to the Departmental and Panama Canal Services, and also to the Philippine Service when examinations are held for that service and other services at the same time. As a result of one typewriter examination a man may become eligible for appointment to the Departmental and Panama Canal Services. A person who desires to become eligible for appointment to the Field Service will be required to take an examination especially for that service. Applicants are required to indicate clearly in their applications the service or services in which employment is sought. A separate application is required for each service.

*Instructions of special importance.*—Applicants should give special attention to the following:

The age limits for entrance to the examinations for the different branches of the service are as follows: Departmental and Field Services, minimum 18 years, no maximum; Panama Canal Service, minimum 20, maximum 45 years; Philippine Service, minimum 18, maximum 40 years. (See sec. 11.)

The application forms required are as follows: Departmental Service, Form 304; Field Service, Form 1371; Panama Canal Service, Form 1312; Philippine Service, Form 2.

The medical certificate on the application form is required of applicants for the Panama Canal and Philippine Services, but not of those for the Departmental and Field Services.

The county officer's certificate is required of applicants for employment in the apportioned Departmental Service at Washington, D. C., and of those applicants only; except that persons already employed in the apportioned Departmental Service are not required to furnish the county officer's certificate. (See sec. 17.)

The time allowed for the stenographer examination is 5 hours; for the typewriter examination, 5 hours; for the stenographer and typewriter examination, 6 hours.

Any system or method of making notes, including the use of shorthand writing machines, is acceptable. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

Any style of typewriting machine may be used.

Applicants must provide themselves with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants who intend to record the stenography dictation exercises by means of mechanical devices may bring to the examination room paper required for use with such devices. Applicants for the typewriter or the stenographer and typewriter examination must also provide typewriting machines and stands or tables. Machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

Competitors examined at Washington, D. C., may make arrangements to have their machines and tables removed from the examination room between the hours of 1 and 4.30 on the day of the examination.

A photograph is required of each applicant. (See instructions under heading "Photographs required," below.)

The usual entrance salaries are as follows: Departmental and Field Services, men \$600 to \$1,200 a year (most appointments at \$840 or \$900), women \$600 to \$900 a year; Panama Canal Service, \$1,500 a year; Philippine Service, \$1,200 a year. In the Departmental and Field Services the number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year. (See paragraph under heading "Salaries" in this section.)

*Filing of applications.*—Applications of men for the Departmental, Field, and Panama Canal Services may be filed at any time. Applications of men for the Philippine Service will be accepted only when an examination has been announced. Applications of women for the Departmental Service will be excepted only when the spring or the fall examinations have been announced, unless the needs of the service require otherwise. Applications of women for the Field Service may be filed at any time, except that in the Fourth Civil-Service District (see sec. 36) they may be filed only when the February examinations have been announced, unless the needs of the service require otherwise. Women are not admitted to examinations for the Philippine and Panama Canal Services. (See "Places and dates of examinations," below.) For the Departmental, Panama Canal, and Philippine Services, applications should be filed with the United States Civil Service Commission, Washington, D. C.; for the Field Service, applications should be filed with the district secretary in whose district the applicant desires employment. (See sec. 36.) Persons having applications on file will be notified of the first examination held after the filing of their applications. Application blanks may be obtained from the commission or any of the district secretaries.

*Photographs required.*—An applicant for examination for the position of stenographer, typewriter, or stenographer and typewriter in any branch of the service will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. A card will be sent to the applicant on which to mount the photograph and to furnish necessary information in connection therewith. An applicant for examination for the position of stenographer, typewriter, or stenographer and typewriter who fails to present a photograph to the examiner will not be admitted to examination. Tintypes will not be accepted.

*Places and dates of examinations.*—Examinations for the Departmental and Panama Canal Services will be held at the places and on the dates marked "(A)" in the fall schedule of examinations. (See secs. 1 and 2.) The spring schedule will be ready for distribution about January 15, 1915.

Both men and women will be admitted to the spring and fall examinations for the Departmental Service; for the Panama Canal Service only men are admitted.

In addition to the spring and fall schedules, examinations for the Panama Canal Service, for men only, will be held in January and July of each year, and examinations for the Departmental Service, for men only, will be held on the fourth Tuesday of January, February, May, June July, August, and November of each year. All examinations mentioned in this paragraph are held throughout the country and in Hawaii and Porto Rico. Form 1424, containing a list of the cities in which the examinations are held, will be sent upon request.

Examinations for the Philippine Service will be held only when eligibles are needed and will be specially announced.

For the Field Service, examinations for both men and women will be held as follows: In the First, Second, Third, Sixth, Seventh, Eleventh, and Twelfth Civil-Service Districts, examinations will be held on the third Saturday of February, May, August, and November of each year; in the Fifth, Eighth, Ninth, and Tenth Districts they will be held on the third Tuesday of February, May, August, and November of each year. In the Fourth District examinations for the Field Service will be held on the third Saturday of February, May, August, and November of each year, to all of which examinations men will be admitted; women will be admitted to the February examinations only. Examinations in the various districts will also be held at such other times as may be necessary. In Hawaii and Porto Rico examinations for the Field Service will be held only when eligibles are needed, and will be announced at such times. The extent of civil-service districts is shown in section 36. The district secretaries will furnish upon request the list of places at which examinations will be held for the Field Service.

Persons desiring to be examined for stenographer and typewriter will be required to take the combined examination on one scheduled date—that is, they will not be permitted to take the stenographer examination on one date and the typewriter examination on a different date of the same series of examinations.

Those who wish to take the combined stenographer and typewriter examination should indicate in their applications that the "stenographer and typewriter" examination is desired. Those who apply for the "stenographer" examination will not be examined in typewriting.

*Examinations in the Canal Zone.*—Examinations for the apportioned Departmental Service are not held in the Canal Zone. Examinations for the nonapportioned Departmental, Panama Canal, and Philippine Services are held at Culebra on approximately the same dates as in the United States. Persons residing in the Canal Zone may obtain application forms from the secretary of the board of civil-service examiners at Culebra, and may file their applications with him. The secretary will also furnish information as to the exact dates of examinations. (See secs. 8 and 286.)

*Sample questions and tests.*—The examinations are the same for all branches of the service, except that the typewriter examination for the Panama Canal Service includes the additional subject of general business experience, which is rated on statements contained in the application, and corroborative evidence. The following questions and tests have been used and will serve to give an idea of the character of the examinations. No further information on this subject can be furnished.

## FIRST SUBJECT—STENOGRAPHY DICTATION.

The practical test in stenography consists of one exercise of 250 words selected from a speech or article containing no technical matter. The dictations are given to all competitors together. A preliminary exercise is given at the rate of 80 words per minute, to familiarize the competitors with the examiner's manner of dictation. The regular exercises will then be dictated at different rates of speed, as follows: 80 words, 100 words, 120 words, and 140 words per minute. The matter dictated is different for each exercise.

All competitors are expected to take the notes of both the preliminary and the regular 80-word tests, one of which exercises they will be required to transcribe. In addition they will be permitted to take the notes of any or all of the remaining dictations at the higher rates of speed. At the conclusion of the dictations the competitors will be allowed 10 minutes in which to select one of the 80-word exercises and any one of the exercises at the higher rates of speed which they may wish to transcribe.

The notes of all the tests not to be transcribed will be taken up by the examiner and will not be considered in the rating. The transcript of the notes may be made either with the typewriter or in handwriting. Not to exceed one hour will be allowed for making the transcripts. Speed in making the transcripts is not considered in determining the ratings. Competitors who, in addition to the 80-word dictation, transcribe one of the dictations at a higher rate will, in determining the ratings on the stenography test, be given the rating on the exercise in which they attain the higher percentage on speed and accuracy combined, and the other exercise will not be considered. Speed and accuracy are given equal weights in the rating, the ratings for speed for the different rates of dictation being as follows: 80 words per minute, 70 per cent in speed; 100 words per minute, 80 per cent in speed; 120 words per minute, 90 per cent in speed; 140 words per minute, 100 per cent in speed. The rating for accuracy is determined by the correctness of the transcript.

No special system of stenography is recommended. Any system or method of making notes, including the use of shorthand writing machines, is acceptable, provided the notes are turned in to the examiner after being transcribed. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

The following is a sample of dictation which has been given at 80 words a minute. Similar exercises are given at 100, 120, and 140 words a minute:

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight producing area. Under the all-rail system of carrying freight, the western producer fails to reach the markets with a profit, and the consuming world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad transportation recently estimated that the next 10 years would require 75,000 miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.

## SECOND SUBJECT—COPYING AND SPACING.

In the copying and spacing test the competitor is required to make an exact copy of an exercise similar to that shown in reduced size below, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet. The copy furnished to the competitor is a photolithograph of a sheet which has been typewritten and is so prepared that it may be reproduced on any style of typewriting machine. The rating on copying and spacing is on accuracy only. The total time consumed on the typewriting tests will be rated as a separate subject. (See Fifth Subject, Time.)

Statement made by  
TREASURY DEPARTMENT  
of Customs Business.

Fiscal year ended June 30, 1901.					
Districts and ports.	Tax.	Re- ceipts.	Value of exports.		Ex- penses.
			For- eign.	Do- mestic.	
Saco.....	\$29	\$53	\$430	\$657	\$476
Brunswick.....	12,534	14,744	22,654	54,020	98,327
Albany.....	151,364	151,997	107	.....	13,187
Humboldt.....	143	198	.....	163,682	3,027
Milwaukee.....	419,234	420,234	1,782	.....	18,354
Erie.....	83,385	84,448	230	29,744	6,337
Bristol.....	578	1,257	88	134	1,489
Edgartown.....	331	478	.....	.....	2,319
Cape Vincent..	29,749	29,880	13,946	136,590	14,890
Burlington.....	.....	14	.....	.....	163
Cleveland.....	747,560	750,100	1,757	388,825	52,316
Gloucester....	5,135	7,137	1,000	404	14,901
Pembina.....	71,023	277	10,308	64,367	13,672

The receipts for 1901 are \$20,444,485.64 greater than for 1900, the next highest in our records, and of the increase \$11,-852,737.01, considerably more than one-half, is from customs revenue.

The net growth of expenditures for the year is \$22,253,561.00. The surplus for the year is kept at \$77,717,984.38, x x x which is only \$1,809,075.80 less than in 1900. The expenditures for 1890 were exceeded by those of 1863, \$718,734,276.18.

## THIRD SUBJECT—COPYING FROM ROUGH DRAFT.

In the exercise in copying from rough draft the competitor will be required to make a corrected copy of a rough-draft letter, such as appears in reduced size below, paragraphing, punctuating, capitalizing, and spelling as in the copy, but writing in full all signs and abbreviated words. This exercise should be double spaced.

Competitors who take the stenographer examination only may make the copy either in handwriting or with the machine, while those who take the stenographer and typewriter examination or the typewriter examination will be required to make the copy on the machine. Speed in making the copy will be considered only in the case of those who take the stenographer and typewriter or the typewriter examination. (See Fifth Subject, Time.)

*an* ocean-carrying marine is *one of the great needs of* much needed by the U S.

*The second largest city in the world; it has a fine, almost unimpaired water front, and is a great port.*

In one yr we paid to foreign companies \$169,000,000 for freightage, and \$45,000,000 for *(fares as passengers)* and marine insurance. In the very same yr the country sent to foreign lands over \$600,000,000 *with* more of goods than it *bought* from *these* countries; and *as* some *writers* *sum* call this *the* balance of trade in our favor. N Y *has* most of the regular steamship lines between Eur and the U S. It *receives* *in turn* a larger proportion of *the* *our* imports, and is the outlet for over one-third of our domestic exports. Breadstuffs, provisions, cotton, and petroleum form *one-half* *(about)* of *the* *its* exports. The city has about 353 mi *of* water front, *(of which the half)* may be *improved* *and* *as* used for shipping, the piers of Jersey City and Hoboken, in N J, *practically* *are* *the same* a part of *the* port, its ninety mi of pier, may be *very* largely extended. The foreign movement of the port, *which is very large,* is more than three times the tonnage of its nearest competitor, *which is the city of* Boston. About fifty steamers in the foreign trade *every week* *leave the port,* *half* *of which* sail under the British *one-eighth* and *a less number* under the American flag.

*or the capacity of vessels in the foreign trade sailing or leaving it.*

#### FOURTH SUBJECT—COPYING FROM PLAIN COPY.

In copying from plain copy the competitor will write with the typewriter an exercise consisting of 450 words, paragraphing, spelling, capitalizing, and punctuating precisely as in the copy. The rating on copying from plain copy is on accuracy only. In determining the accuracy the rating will be made in the discretion of the examiner on 150 words from any part of the exercise, the same part being rated for all competitors in a given examination. This exercise should be single spaced. (See Fifth Subject, Time.)

#### FIFTH SUBJECT—TIME.

Time as a separate element will be rated on the total time consumed on the three typewriting subjects. (See sec. 267.)

#### OTHER SUBJECTS.

For information concerning the remaining subjects of the examination—penmanship, report writing, and arithmetic—see first-grade subjects, section 40.

*Method of rating examination papers.*—(See secs. 276 and 277.)

*Reexamination.*—(See sec. 25.)

*Registers of eligibles.*—For the Departmental, Field, and Panama Canal Services, registers of eligibles will be prepared of persons who pass the combined stenographer and typewriter examination with a rating of at least 70 per cent. A similar register will be prepared for the Philippine Service of those who pass the combined stenographer and typewriter examination with a rating of at least 75 per cent. For the Departmental and Field Services there will also be prepared registers of those who pass the stenographer or the typewriter examination with a rating of at least 70 per



cent, and for the Panama Canal Service a register of those who pass the typewriter examination with a rating of at least 70 per cent. The names of those who pass in both stenography and typewriting, and are therefore on the combined register, may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require. Such appointment cancels both typewriter and stenographer eligibility. When eligibles in both stenography and typewriting are not available for certification for stenographer and typewriter positions, the eligibles who have failed in stenography or in typewriting may be utilized.

*Transfer of eligibility.*—As stated, stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental, the Field, the Panama Canal, and the Philippine Services. Transfer of eligibility from the register for one service to that for any one of the other services may be made at any time within the period of eligibility if there is reason for such transfer which is satisfactory to the commission and the eligible meets the requirements of the service to which transfer of eligibility is desired. An eligible on the register for the Field, Panama Canal, or Philippine Service who wishes to transfer his eligibility to the register for the apportioned Departmental Service in Washington, D. C., must furnish a county officer's certificate as to his residence and meet the requirements as to residence and domicile indicated in section 17.

Transfer of eligibility within the Field Service from the stenographer and typewriter register for one civil-service district to the register for another civil-service district may be made with the approval of the district secretaries concerned.

The name of an eligible transferred to the register of a district in which he was not examined, either from Washington, D. C., or from another district, will not be certified while there are three available eligibles examined within the district, unless he has actually moved to the district to which his eligibility is transferred, in which case, for the purpose of certification, his place of registration will be considered as the examination point nearest his new place of residence.

An eligible who moves from one place to another within a civil-service district may upon written request and with the consent of the district secretary have his place of registration changed to the examination point within the district nearest his new place of residence, provided the needs of the service justify such transfer.

In all cases of transfer of eligibility, irrespective of the branch of the service, approval of such transfer will depend upon the need of eligibles in the branch of the service or the locality to which transfer of eligibility is desired. (See sec. 280.)

*Method of certification.*—(See secs. 282, 283, and 287.)

*Salaries.*—The entrance salaries demanded by male stenographers and typewriters whose names appear on the eligible register are frequently in excess of the salaries usually paid by the Government on entrance to the service. In stating to the commission their desires as to entrance salaries, stenographers and typewriters should have in mind that entrance to the service is usually at the lowest clerical salary, while the higher salaried positions are filled by the promotion of persons who are already in the service and have gained some experience in the work to be performed.

Eligibles are given an opportunity at the time of examination to state the lowest entrance salary they will accept, and the commission will not certify them to positions for which the salaries are substantially less than they express a willingness to accept. An eligible who indicates a willingness to accept a low salary will be certified to a higher-salaried position if his name is reached in its order, and he will have as good an opportunity of appointment at the higher salary as an eligible who attains the same average but who will accept appointment only at the higher rate of pay. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled.

In the United States, the entrance salaries for male stenographers and typewriters vary in the different departments and offices from \$600 to \$1,200 a year, but in

most of the offices the entrance salary is \$840 or \$900 a year. Appointments of women are made at \$600 to \$900. The number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year.

The usual entrance salary in the Philippine Service is \$1,200 a year and in the Panama Canal Service \$1,500 a year.

*Federal court stenographers.*—Federal court stenographers are not appointed through civil-service examination. For information regarding such positions inquiry should be made at the court in which employment is desired.

**Sec. 237. Stenographer (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. The time consumed in giving the stenography dictations is not considered.

Subjects of examination and relative weights of subjects on a scale of 100: **STENOGRAPHY**, 75; **COPYING FROM ROUGH DRAFT**, 10; **PENMANSHIP**, 5; **REPORT WRITING** (first grade, see sec. 40), 5; **ARITHMETIC** (first grade, see sec. 40), 5.

If a competitor fails to attain a rating of at least 70 per cent in stenography the other subjects will not be considered.

(For sample questions and tests, dates of examinations, and general information see sec. 236.)

**Sec. 238. Stenographer, Field Service.**—(See sec. 242.)

**Sec. 239. Stenographer, Panama Canal Service.**—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Panama Canal Service, but who have passed only the typewriter examination. (See sec. 236.) If they pass the stenographer examination their papers will be averaged for the combined examination. (See secs. 7 and 25.)

**Sec. 240. Stenographer, Philippine Service.**—(See sec. 244.)

**Sec. 241. Stenographer and typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, six hours.

The subjects of copying from rough draft, penmanship, report writing, and arithmetic will be required to be taken only once, at the same time and place, in connection with the examination for stenographer and typewriter. (See sec. 236.)

If a competitor passes in both the stenographer examination and the typewriter examination, the averages in the two examinations will be combined, with a weight of 2 for stenography and a weight of 1 for typewriting, and with the average thus obtained his name will be entered on the combined stenographer and typewriter register. In addition, his name may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require.

If a competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

(For sample questions and tests, dates of examinations, and general information, see sec. 236.)

**Sec. 242. Stenographer and typewriter (combined), stenographer, and typewriter (male and female), Field Service.**—Age, 18 years or over; application form, 1371.

For the Field Service the examinations and the time allowed are identical with those for the Departmental Service. (See secs. 236, 237, 241, and 267.) The regulations for the Departmental Service in the sections referred to relating to competitors who pass in both stenography and typewriting, those who pass in stenography alone, those who pass in typewriting alone, and to reexamination, are applied to examinations for the Field Service in the same manner. There is this difference, however,

between examinations for the Field Service and those for other services; that examinations for the Field Service are separate and distinct from those for other services, while a man may become eligible for the Departmental, Panama Canal, and Philippine Services as a result of one examination. Persons who are applicants for or eligible from examination for the Departmental, Panama Canal, or Philippine Service, or any or all of them, may apply for the examination for the Field Service without regard to their application or eligibility for the other service or services, and vice versa.

The War Department requires of all appointees to the Medical Department at large, and in some cases to other field branches of that department, willingness to serve a period of duty in the Philippine Islands. It is rare, however, for an employee to be required to serve in the Philippines against his will. While serving in the Philippines, employees are given an increase of \$200 per annum in their pay, and they are allowed transportation expenses. Two years is usually the duration of such duty. Applicants for examination for field services should, therefore, indicate in their applications their willingness or unwillingness to accept appointment in services under the War Department, and the lowest salaries they are willing to accept while employed in the United States. This has no connection with the "Philippine Service" referred to in this Manual, which service includes only positions under the insular government of the Philippines.

Applications for examination for the Field Service may be filed at any time with the secretary of the civil-service district in which the applicant desires employment, except that applications of women in the Fourth Civil-Service District will be accepted only when the February examinations have been announced. (See sec. 36.) The dates of examinations are shown in section 236. The district secretary will furnish upon request a list of places at which the examination will be held.

**Sec. 243. Stenographer and typewriter (male), Panama Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate. Men only will be admitted to this examination.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Departmental Service. (See secs. 236, 237, 241, and 267.) The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the stenographer or the typewriter register for the Departmental Service, if eligible for either, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Panama Canal Service. The usual entrance salary is \$1,500 per annum. (For further requirements see sec. 34.)

A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Applicants should have had experience in stenographic work in an office of the United States Government or of a corporation. Persons just out of school, with no practical experience, are not desired.

No register will be prepared of stenographers only for the Panama Canal Service, but if a competitor passes in only the stenographer or the typewriter examination his name will be entered on the Departmental Service register of the examination which he passes if the county officer's certificate has been executed and he has complied with the residence and domicile requirements. (See sec. 17.) Those who fail in stenography will also be rated as typewriters for the Panama Canal Service and if found eligible will have their names placed on the register for typewriter, Panama Canal Service. (See sec. 269.)

(For sample questions and tests, dates of examinations, and general information, see sec. 236.)

**Sec. 244. Stenographer and typewriter (male), Philippine Service.**—Age, 18 to 40 years; application form, 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, \$1,200 per annum. (For further requirements see sec. 35.)

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination (combined) for the Departmental Service. (See secs. 236, 237, 241, and 267.) Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or of typewriters only for the Philippine Service, but if a competitor attains an average of 70 or over in only the stenographer examination or the typewriter examination, or an average of 70 or over but less than 75 in the combined examination, his name will, upon his filing application form 304, be placed upon the Departmental Service register of the examination which he passes, if he complies with the requirements as to residence and domicile. (See sec. 17.)

Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be reexamined upon filing a new application. Competitors who attain a rating of 75 or over for either stenographer or typewriter but less than 75 for the other may be reexamined in the entire examination or, if they desire and so state in the application, they may (if within one year of the former examination) be reexamined only for the position (stenographer or typewriter) for which they previously failed to attain the required rating. If they pass with an average of 75 or over the reexamination in the part in which they previously failed, their papers will be averaged for the combined examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 236.)

The foregoing information concerning examinations for the Philippine Service is applicable only when an examination is announced for that service. As far as practicable, Filipinos are being appointed to stenographic positions in the Philippines Islands. A stenographer and typewriter examination for the Philippine Service will not be held in the fall of 1914 unless specially announced.

**Sec. 245. Stereotyper, Government Printing Service.**—Age, 21 years or over; application forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PEN-MANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Form 304, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 246. Student interpreter, Consular and Diplomatic Services.**—Applicants for appointment to the position of student interpreter in the Consular and Diplomatic Services should address the Secretary of State, Washington, D. C.

**Sec. 247. Subclerical, Departmental Service.**—Men only. Positions of messenger, skilled laborer (male), and watchman will be filled from this examination. The term "skilled laborer" as here used is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below the clerical and minor clerical grades, and above the grade of mere manual laborer. Appointment to one of the positions will operate to remove the name of an eligible from the register for all of them, and his name can not be restored to the register unless he

should become separated from the service, without delinquency or misconduct, during his period of probation.

Age, 18 years or over, except that certification for filling vacancies in the position of watchman in the Bureau of Engraving and Printing will be made of eligibles who were not less than 25 nor more than 40 years of age on the day of examination. Application form, 304; medical certificate to be filled out. No person will be admitted to the examination who has any of the physical defects mentioned in section 4 of this Manual, or who has flat foot, or who is not able-bodied and physically capable of performing manual labor. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 20 (all third grade, see sec. 42), and TRAINING AND EXPERIENCE, 20.

For experience the highest ratings will be given to those who have been engaged for three years or more in the following or similar occupations: Soldier, sailor, marine, policeman, guard, street-car conductor, elevator conductor, electrician, machinist, engineer, fireman, carpenter, motorman, plumber, etc. Lower ratings for experience will be given to those who have been engaged as constable, town marshal, trainman, brakeman, etc.

Certain skilled laborer positions filled from this register require persons of considerable physical strength, and persons who attain eligibility in the examination will, if possible, be given a strength test later, and if they pass this test satisfactorily their names will be entered upon the special register for the filling of this class of positions. This test consists in shouldering and carrying a mail sack and contents weighing 125 pounds.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to subclerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

It is not probable that this examination will be held for positions in Washington, D. C., before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 248. Subtreasury Service.**—Subtreasuries are located in the following-named cities: Baltimore, Md.; Boston, Mass.; Chicago, Ill.; Cincinnati, Ohio; New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; and San Francisco, Cal.

For information concerning these examinations apply to the board of examiners at the subtreasury where employment is desired.

Positions in the Subtreasury Service are divided into Schedules A, B, C, and D, as follows:

**Schedule A.—FIDUCIARY POSITIONS:** The officers, chiefs of divisions, tellers, assistant tellers, and other employees in the several monetary divisions, embracing those engaged in the handling of money, bonds, coupons, checks, and other representatives of money.

**Schedule B.—CLERICAL POSITIONS:** Chiefs of divisions, bookkeepers, and other employees engaged upon merely clerical work.

**Schedule C.—MISCELLANEOUS POSITIONS:** Employees in nonclerical positions, including the superintendent of the building, detectives, messengers, hall men, and porters.

**Schedule D.—CUSTODIAN POSITIONS:** Employees having the care and custody of the building, including engineers, watchmen, janitors, and classified laborers.

Rigid tests of character and integrity will be applied to all applicants by the civil-service boards, and only those satisfactorily meeting such tests may be examined. These tests shall be such as may be found practicable and satisfactory to the several assistant treasurers and the Civil Service Commission.

**Sec. 249. Superintendent, Lighthouse Service.**—Age, 21 years or over; application form, 1312, including medical certificate. Two days will be allowed for this examination. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: **THEORETICAL AND PRACTICAL QUESTIONS IN CIVIL ENGINEERING, CONSTRUCTION, MATERIALS, AND SURVEYING, 50; TRAINING AND EXPERIENCE, 50.**

Applicants must have had at least six years' satisfactory experience in civil engineering and construction. Graduation from a reputable technical school of engineering will be considered as equivalent to three years of the six.

Positions of assistant superintendent and superintendent in the Lighthouse Service will be filled from this examination, at salaries ranging from \$1,600 to \$2,400 a year, depending upon the qualifications of the eligibles. The appointees in these positions will be assigned to duty in the various lighthouse districts in connection with construction and repair of lighthouses, depots, wharves, etc.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 250. Superintendent of construction, Supervising Architect's Office, Treasury Department.**—Age, 20 years or over; application, Form 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATERIALS AND BUILDING CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings and of details of construction, 40; ARITHMETIC, 10; BUILDING SUPERVISION, tests in the form of business communications which require adaptability and a knowledge of the qualifications necessary for this position and knowledge of the work gained by experience, 15; SPECIFICATIONS, involving knowledge of the details of complete specifications for the various classes of work required in first-class buildings, 10; TRAINING AND EXPERIENCE, 25.**

Applicants should have such a general education as will enable them to give, orally or in writing, correct expression to their ideas. They should also have either a technical training in architecture or engineering, or broad practical experience in building construction, and not less than two years of actual experience in superintendence of buildings similar in class and construction to United States public buildings. In the case of architectural draftsmen, and structural or other engineers who have been engaged in architectural or structural design, this two-year minimum may be materially reduced.

As an appointee may be the only representative of the department in the community in which he may be located, it is of prime importance that, in addition to satisfactory general and technical training and experience, he should possess the personal qualities that will command the respect of those with whom he may come in contact, will enable him to handle all business matters promptly and with good judgment, to grasp in detail written instructions, and to answer written communications fully and in good, clear, terse English. Only those whose answers to questions in the blank forms furnished are *prima facie* satisfactory will be admitted to the examination. (See sec. 31 for time of filing application.)

Competitors who fail to attain an average rating of at least 70 in the first four subjects, with the relative weights indicated, will not be eligible for appointment.

From this examination the positions of superintendent of construction and junior superintendent of construction are filled. The usual entrance salary of the position of superintendent of construction is \$1,800 a year, of junior superintendent of construction \$1,600 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment to the position of superintendent of construction. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 251. Surfman, Life-Saving Service.**—(See sec. 185.)

**Sec. 252. Surgeon.**—(See Physician examination, sec. 210.)

**Sec. 253. Surveyor, General Land Office.**—Age, 19 years or over; application form, 1312; time allowed, two days of five hours each. The first two subjects will be given on the first day, and the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including algebra, geometry, and trigonometry, 15; THEORY AND PRACTICE OF PLANE, TOPOGRAPHIC, AND ELEMENTARY GEODETIC SURVEYING, 15; PUBLIC-LAND SURVEYING, 30; ADJUSTMENT AND USE OF INSTRUMENTS, 15; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 31 for time of filing application.)

In order to obtain a rating of 70 per cent or over in training and experience, applicants must have had not less than one season in the field in charge of party or as principal assistant, or two seasons in some subordinate field position in surveying. Higher ratings will be given for more extended experience.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 254. Surveyor, Philippine Service.**—Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, two days of six and eight hours, respectively. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. The surveyor examination is of the same general character as the civil engineer examination, except that questions relating to mechanics, materials of construction, and design and construction will be omitted. The subject "Drawing and mapping" will be substituted for "Design and construction." Subjects of examination and relative weights of subjects, on a scale of 100: MATHEMATICS, including trigonometry, use of logarithmic tables, and computations, 20; THEORY AND PRACTICE OF SURVEYING, 35; DRAWING AND MAPPING, 20; TRAINING AND EXPERIENCE, 25. (For further requirements see sec. 35.)

Applications will be received from graduates in civil engineering of any reputable college or technical school, or from those about to graduate from such institution, or from persons who, in addition to a good general education, have had not less than three years' experience in general land and topographic surveying. If an applicant is a graduate or is about to graduate from a reputable technical college, experience is not required, but those who have extensive or high-grade experience will be rated accordingly.

Usual entrance salary, \$1,400 a year. Field expenses are allowed appointees when absent on duty from their permanent station.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 255. Tariff Board.**—This board has been discontinued.

**Sec. 256. Teacher, Alaska.**—The Bureau of Education, Washington, D. C., has charge of public schools in Alaska for the education of natives, and requests for information concerning such schools should be addressed to the Commissioner of Education, Washington, D. C. Teachers in schools for whites in incorporated towns in Alaska are appointed by the local boards of education. Teachers in schools for whites not in incorporated towns are appointed by the Governor of Alaska, Juneau, who is ex officio superintendent of public instruction.

**Sec. 257. Teacher, Hawaii.**—Applicants for appointment to the position of teacher in Hawaii should apply to the superintendent of public instruction at Honolulu, Hawaii.

**Sec. 258. Teacher, Indian Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. The next examination will be held beginning on October 14, 1914. (See secs. 1 and 2.) Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of teacher in the same school; application form, 1312, including the medical certificate; time allowed, two days—seven and one-half hours on the first day for the first six subjects and six hours on the second day for the remaining subjects. The department usually fills vacancies in the grades of superintendent and principal teacher by promotion from the grade of teacher. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC and ELEMENTARY ALGEBRA, involving a knowledge of the subject of arithmetic as comprised in the ordinary grammar-school textbooks, including longitude and time, square and cube root and mensuration, and common-school algebra through quadratics, 20; PEDAGOGY and ELEMENTS OF KINDERGARTEN INSTRUCTION, questions relating to school government, methods of teaching certain subjects, duties of the teacher, and to the elements of kindergarten instruction, 15; PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing twenty or more misspelled words, 5; GEOGRAPHY, embracing questions in mathematical, physical, and political geography, 5; PHYSIOLOGY AND HYGIENE, embracing matter found in the grammar-school textbooks, 5; ENGLISH GRAMMAR AND ANALYSIS, as comprised in the common-school textbooks, 10; HISTORY AND GOVERNMENT OF THE UNITED STATES, comprising matter found in the grammar-school textbooks, 10; DRAWING, tests in graphic free-hand sketching for illustration of lessons in school work, 5; NATURE STUDY, relative to the development, growth, habits, and peculiarities of animals and plants, and methods of interesting pupils in a study of the same, 5; AMERICAN LITERATURE, comprising matter found in the elementary textbooks on this subject, 5; TRAINING AND EXPERIENCE, 10.

(For information concerning the Indian Service, see sec. 33.)

**Sec. 259. Teacher, Panama.**—Applicants for appointment to the position of teacher in the Canal Zone should apply to the superintendent of schools, Ancon, Canal Zone.

**Sec. 260. Teacher, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on August 27, 1914.

It is the practice to admit women to this examination only when the needs of the service require. Unless otherwise specially announced they will not be admitted to this examination unless they are the wives, immediate relatives, or fiancées of men examined for teacher or assistant, or appointed to or already employed in the Philippine Service; or unless they have had special experience in the teaching of domestic science and home economy, or have had training in these subjects. These facts must be shown in the application. Each woman applicant should state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom the examination is requested. Age, 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 35.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: THESIS of not less than 300 words on either of two subjects given, to test knowledge of syntax



style, spelling, punctuation, and capitalization, 15; PENMANSHIP, rated on thesis, 5; ARITHMETIC, as comprised in the ordinary grammar-school textbooks, also the metric system, 15; GEOGRAPHY, mathematical, physical, and political, 10; PHYSIOLOGY AND HYGIENE, as found in the grammar-school textbooks, 5; ENGLISH, as treated in the ordinary grammar-school textbooks, including analysis and parsing, 15; HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES, as covered in the grammar-school textbooks, and the Constitution of the United States, 10; NATURE STUDY AND DRAWING, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; HISTORY AND SCIENCE OF TEACHING, comprising school government, methods of teaching, duties of the teacher, etc., 10; TRAINING AND EXPERIENCE, rated on Form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

Applicants for the position of teacher of domestic science or home economy are required to pass the regular teacher examination, no special examination being required in these subjects.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant examination (see sec. 57) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

**Sec. 261. Teacher, Porto Rico.**—Applicants for appointment to the position of teacher in the Porto Rican service are not required to pass a civil-service examination, but they must be graduates of accredited high schools, normal schools, colleges, or universities, or possess a first-class State certificate. The entrance salary is \$75 a school month. Applicants should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., early in the spring for positions during the school year opening in September.

**Sec. 262. Telegraph operator.**—Age, 18 years or over; application forms, 304 and 1140; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 5; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); PRACTICAL QUESTIONS, 20; TRAINING AND EXPERIENCE, 50.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment, and the remaining subjects will not be rated.

Form 1140 provides for a statement of the applicant's practical experience as a telegrapher, which must be corroborated by certificates of the proper officers of the telegraph companies by which he has been employed.

This examination will be held on September 9, 1914. (See secs. 1 and 2.)

**Sec. 263. Telephone operator.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 264. Topographic aid (temporary).**—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elemen-

tary practical questions, 15; **TOPOGRAPHIC DRAWING**, 20; **LETTER WRITING**, a letter of not less than 150 words on a subject to be assigned in the examination, 10; **TRAINING AND EXPERIENCE**, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 174.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 265. Trained nurse.**—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Panama Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Panama Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Panama Canal Service; Form 2, including the medical certificate, for the Philippine Service. Time allowed—male six hours, female seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **ANATOMY AND PHYSIOLOGY**, 5; **HYGIENE OF THE SICK ROOM**, 20; **GENERAL NURSING**, 20; **SURGICAL NURSING**, 20; **OBSTETRICAL NURSING**, 20; **TRAINING AND EXPERIENCE IN NURSING**, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Panama Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Panama Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army or Navy. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained-nurse (male) register for the Indian Service for several years.

The entrance salary paid trained nurses in the Indian Service is \$720 a year with laundry of uniforms. In the Panama Canal Service the entrance salary for female nurses is \$60 a month, with board, quarters, and laundry. About half of the female nurses in the service receive \$75 a month, through promotion. The entrance salary for male nurses is \$90 a month, with quarters, but without subsistence or laundry, and they may be promoted after six months' satisfactory service to \$105 a month, with quarters. Unmarried men are preferred for the Panama Canal Service. The entrance salary for the Philippine Service is \$50 a month for the first six months, when the salary is increased to \$60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to \$85 a month may be made as vacancies occur.

For further requirements and for information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see sec. 33; for the Panama Canal Service, sec. 34; for the Philippine Service, sec. 35.

This examination will be given on October 14, 1914, only to applicants for the Indian and Panama Canal Services. (See secs. 1 and 2.) It is not probable that the examination for the Philippine Service will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 266. Translator, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 267. Typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: Copying and spacing, 20; Copying from rough draft, 15; Copying from plain copy, 10; Time, 30; Penmanship, 10; Report writing (first grade, see sec. 40), 10; Arithmetic (first grade, see sec. 40), 5.

Both accuracy and speed are considered in rating the typewriting subjects of this examination. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subjects will not be rated.

Applicants must provide typewriting machines, and stands, for use in this examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 236.)

**Sec. 268. Typewriter, Field Service.**—(See sec. 242.)

**Sec. 269. Typewriter (male), Panama Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate; time allowed, 5 hours. Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Panama Canal Service. Subjects of examination and relative weights of subjects on a scale of 100: COPYING AND SPACING, 20; COPYING FROM ROUGH DRAFT, 15; COPYING FROM PLAIN COPY, 10; TIME, 30; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 5; ARITHMETIC (first grade, see sec. 40), 5; GENERAL BUSINESS TRAINING AND EXPERIENCE (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 267.) If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subject will not be rated. Usual entrance salary, \$1,200 a year. (For further requirements see sec. 34; for sample questions and tests, dates of examinations, and general information, see sec. 236; also see Stenographer and typewriter, Panama Canal Service sec. 243.)

**Sec. 270. Typewriter, Philippine Service.** (See sec. 244.)

**Sec. 271. Unskilled laborer.**—This position is unclassified and is filled by registration after physical examination. The wages paid to laborers vary from \$240 to \$660 a year, and the duties for males are those of a common laborer or workman, and for females those of a charwoman or its equivalent. Examinations for positions of this character in the District of Columbia usually are held annually. When an examination is to be held issuance of applications to those applying in person

will begin in the morning of May 1 and will be suspended as soon as a sufficient number of blanks have been distributed to meet the needs of the service. No blanks will be distributed by mail to applicants. Applications can be filed from May 1 to 7, inclusive, and no application will be accepted unless properly executed on the current blank and filed with the board at Washington prior to the hour of closing the office on the last business day of the stated period. For information in regard to this position outside of the District of Columbia, address the secretary of the civil-service district at the headquarters of the district in which employment is sought. (See sec. 36.)

**Sec. 272. Veterinarian.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 years or over for the Bureau of Animal Industry and the Quartermaster Corps, and 18 to 40 years for the Philippine Service.

*An applicant may become eligible for appointment in the Bureau of Animal Industry and the Quartermaster Corps as a result of one examination. An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service as a result of that examination. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for the other branches.*

Application forms, 2, including medical certificate, for the Philippine Service; 1312 for the Bureau of Animal Industry and the Quartermaster Corps. Applicants for the Quartermaster Corps must be graduates of accredited veterinary colleges and must have had at least one year's actual practice as veterinarians of horses; for the Bureau of Animal Industry and the Philippine Service senior students in accredited veterinary colleges will be admitted to examination, but their names will not be placed on the register of eligibles until proof of graduation has been furnished. (For further information concerning the Philippine Service see sec. 35.)

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, 10; VETERINARY ANATOMY AND PHYSIOLOGY, 20; VETERINARY PATHOLOGY AND MEAT INSPECTION, 30; THEORY AND PRACTICE OF VETERINARY MEDICINE, 30; TRAINING AND EXPERIENCE, 10. The second, third, and fourth subjects include general questions on anatomy and physiology, a consideration of the pathology of diseases in general, and such special pathology as is characteristic in the diseases common to food-producing animals. The symptoms, diagnosis, and treatment of diseases incident to domesticated animals will be considered.

Entrance salary in the Bureau of Animal Industry, \$1,400 a year; usual entrance salary in the Quartermaster Corps, \$1,200 a year, and in the Philippine Service, \$1,600 a year. Field expenses are allowed veterinarians in the Philippine Service when absent on duty from their permanent station.

This examination will be given on September 9, 1914, only to applicants for the Bureau of Animal Industry and the Quartermaster Corps. (See secs. 1 and 2.) It is not probable that the examination for the Philippine Service will be held before the spring of 1915. Should an examination be held before that time it will be announced.

**Sec. 273. Veterinary inspector, Bureau of Animal Industry, Department of Agriculture.**—(See Veterinarian, sec. 272.)

**Sec. 274. Watchman.**—(See Subclerical examination, sec. 247.)

**Sec. 275. Wireman, Departmental Service.**—Age, 20 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING (third grade, see sec. 42), 10; PRACTICAL QUESTIONS RELATIVE TO THE WIRING OF BUILDINGS, ETC., 65; TRAINING AND EXPERIENCE, 25.

It is not probable that this examination will be held before the spring of 1915. Should an examination be held before that time it will be announced.

## RATING OF EXAMINATION PAPERS.

**Sec. 276. Method of rating.**—The following method is observed by the commission in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed *until his papers have been rated and reviewed and his average percentage determined.* As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

In determining the rating due the competitor for his answers to the questions given to him in the examination room, the examiners must be guided solely by the work before them. Under the commission's system there is no possibility that the rating may be affected by other considerations.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made "special" or be rated in advance of others.

An average percentage of at least 70 is required for eligibility, except in the case of competitors in the stenographer and typewriter examination for the Philippine Service, in which examination 75 per cent is required, and in the case of applicants entitled to preference under section 1754, Revised Statutes (see sec. 290, this Manual); provided that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 in the technical subjects in addition to an eligible rating in the whole examination in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 in the technical subjects the remaining subjects will not be rated.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass. Letters of inquiry concerning the ratings should not be written unless competitors have reason to believe that the notices have miscarried in the mails.

**Sec. 277. Rules for rating.**—As soon as practicable after an examination the papers of the competitors will be rated and the average percentage of each ascertained.

All examination papers will be rated under the following rules:

Mark every correct answer.....	100	The difference between the
Mark every faulty answer according to its value on a scale of 100, as		sum of the error marks of
herein specifically directed, and deduct the sum of the error marks		each answer and 100 will be
of each answer from 100.		the mark of the answer.

#### SPELLING.

	From 100 deduct—
For each error in spelling when the exercise consists of 20 words.....	5
For each error in capitalization.....	1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	2

#### COPYING FROM PLAIN COPY.

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one-half of a printed line of the copy; that a deduction of 15 shall be made for more than half a line and not to exceed one line; and that a proportionate deduction shall be made for a greater number of printed lines: <i>And provided further</i> , That if the copying exercise shall consist of less than five printed lines the charge for the omission, repetition, or insertion of one or more printed lines shall be double the charges indicated; for failure to indent as in copy and for each error in paragraphing; for irregularity in left-hand margin; and for signing name or copying the instructions at the head of the exercise.....	5
For each misdivision of a word at the end of a line and for each omission or improper use of the hyphen in dividing a word at the end of a line; for each word altered, interlined, or canceled; for each blot, pen-rest, or minor erasure if not neat; and for each use of stenographer's period.....	1
For any deviations from copy not covered by the foregoing rules, the charges shall be made in the discretion of the examiners.	

#### COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.

	From 100 deduct—
For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 8 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words.....	3
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated, according to gravity of error).....	1 to 3
For writing part of the exercise and then commencing again; for signing name.....	5
For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indentation, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter.....	1
For paraphrasing the language of the text, according to gravity of error.....	5 to 100

#### PENMANSHIP.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will

be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 90; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

#### LETTER WRITING.

In marking the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme: Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

#### REPORT WRITING.

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

#### ARITHMETIC.

From 100  
deduct—

For each wrong process or for each omission of a step in a solution, according to gravity of error .....	10 to 65
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers .....	25
For error in computation or copying, or for superfluous work not canceled .....	10
For complex method, the correct result being produced .....	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact .....	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers .....	5
For omitting work entirely, the correct answer being given .....	5 to 35
For omitting work in part, according to gravity of error .....	5 to 25
For giving proof instead of solution, according to gravity of error .....	10 to 35
For writing a solution with pencil .....	5

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

#### GEOGRAPHY.

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, cities, rivers, or bodies of water, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

#### GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.

The geography will be rated as indicated above.

In rating civil government, each answer will be rated in the judgment of the examiners according to its value on a scale of 100.

#### STENOGRAPHY.

From 100  
deduct—

For each word omitted, added, substituted, or misspelled, or for the use of the singular instead of the plural, or of the plural instead of the singular, when the grammatical correctness is affected .....	5
For each transposition .....	2
For each gross error in capitalization or punctuation; for each error in division of words; abbreviation; or for the use of the plural for the singular, or of the singular for the plural, when the grammatical correctness is not affected .....	1
For interlineations, erasures, and lack of neatness .....	1 to 5

The exact rating of a competitor who attains less than 65 per cent in the subject of stenography will not be determined.

In this examination speed in writing the stenographic notes is weighted equally with accuracy in transcribing them, and will be marked upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute.

## PRACTICAL TESTS OF TYPEWRITER EXAMINATION.

Accuracy will be considered in marking all the practical tests of this examination, each being marked on a scale of 100. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

1. *Copying and spacing (stenographer and typewriter).*

	From 100 deduct—
For the omission of the general head, or of a single line.....	10
For erroneously spacing or failing to space a word or a line of the general head, or a part or the whole of a minor head; for an error in left margin of left column or stub; for error of spacing between words of stub and first line of colons, and for each error in the placing of a whole column of figures; for the omission of leaders after stub; for the insertion of commas after the items of stub; for each case of erroneous spacing between lines (total charge not to exceed 25); for running into one line a minor head that should be written in two or more lines; for running over a line in the paragraph at the bottom (total charges not to exceed 15); for each word, minor head, figure, or number omitted, inserted, or substituted; for each misspelled word or erroneous number; for omitting or misplacing an apostrophe, or erroneously adding <i>th</i> to date; for the transposition of a single word, item, or line; for each use of ——— for ..... (total for use throughout exercise, 10); and for each preliminary test on machine.....	5
For error in right and left position of general head as a whole; for wrong alignment of a minor head (total for the consequential misplacement of a whole line of minor heads, 5); for each error in the use of capitals (total for a whole word, 5), or of the dollar sign; for striking one figure over another so that the reading of the figure is doubtful (total charge for one number, 5); for each error in the use of punctuation marks or hyphens in heads or paragraphs; and for spacing a dashed line (total for the exercise, 5).....	3
For an error in the relative right and left position of a line or heading, or in the indentation of the paragraphs (total charge for two or more independent errors in a heading, and for two or more consequential errors in indentation being 3); for each error in spacing between words and after punctuation marks, and for spacing between the figures of a number or the letters of a word; in numbers, for each use of <i>l</i> for <i>1</i> , for each comma or hyphen omitted, and for each decimal point used for a comma, or vice versa.....	2
For each use in numbers of <i>I</i> for <i>1</i> , <i>l</i> or <i>L</i> for <i>I</i> , or <i>o</i> for <i>0</i> (charge for general use of either throughout exercise, 5); and for striking over except in cases covered above.....	1
For irregularities in the margin of a column.....	2 to 5
For erroneous length of the dashed lines; for errors in the colons; for erasures, and lack of neatness; and for each error not specified above.....	1 to 5

2. *Copying from rough draft (stenographer and typewriter).*

	From 100 deduct—
For each error in orthography; for each word or figure inserted, substituted, transposed, repeated, or omitted (provided, that a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line, and that a proportionate deduction shall be made for the omission of a greater number of printed lines); for each abbreviation; for each failure to capitalize, punctuate, or paragraph according to copy; for failure to indent as in copy (only one charge to be made in the exercise); for each variation from copy in the use of parentheses or hyphen, and for gross irregularity in the right-hand margin.....	5
For each irregularity in left-hand margin (total charges not to exceed 5); for each case of inconsistent spacing between words; for each interlineation (maximum for a single interlineation of five or more words, 5); for each misdivision of a word at the end of a line, and for each omission of a hyphen in dividing a word at the end of a line.....	1
For each space in a word, or for crowding letters in a word.....	2
For each case of inconsistent spacing between lines (total charges not to exceed 10).....	3
For erasures, and for each error not specified above.....	1 to 5



### 3. Copying from plain copy (stenographer and typewriter).

This exercise will consist of 450 words. In determining the accuracy the rating will be made in the discretion of the examiner on approximately 150 consecutive words from any part of the exercise, the same part being rated for all competitors in a given examination.

From 100  
deduct:—

10

For writing one line over another.....  
For each error in orthography; for each word or figure omitted: *Provided*, That a deduction of 10 shall be made for the omission of two or more consecutive words if the words omitted do not constitute more than one printed line of the copy, and that a deduction of 20 shall be made for the omission of two printed lines, or more than one line, etc.; for each word added, substituted, or repeated; for each transposition; for each abbreviation not in copy; for each failure to capitalise or to punctuate as in copy; for each deviation from copy in paragraphing (maximum for the exercise, 10); for failure to indent as in copy (only one charge to be made in the exercise); for each error in compounding words, or vice versa.....

5

For each case of inconsistent spacing between lines.....  
For each space between the letters of a word; for crowding letters in a word; for lack of space between words; for striking a letter instead of space bar; for unfinished word due to coming to end of line when word is rewritten on next line; for striking letters in a line over band holding paper, thus making no impression on sheet, or for piling letters over each other at the end of a line when all the letters are decipherable, or for running off paper on right or left margin (maximum for the exercise, 10).....

3

2

For each case of irregularity in left-hand margin, or of gross irregularity in right-hand margin (maximum for the exercise in each case, 5); for each strike over; for the misdivision of a word at end of line; for each omission of a hyphen, when needed, at end of line; for extra space between words (maximum for the exercise, 5); for each case of inconsistent spacing after punctuation marks; for each word interlined (maximum for a single interlineation of five or more words, 5); for each erasure (maximum for the exercise, 5).....

1

For lack of neatness.....

1 to 5

For each error not specified above.....

1 to 5

### 4. Time. (5 typewriting subjects.)

Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

Time consumed will be rated according to the following scale: If the competitor consumes only 30 minutes on the three typewriting subjects, he will be credited with 100. When the time consumed is more than 30 minutes and not more than 50 minutes, 1 will be deducted from 100 for every minute consumed more than 30 minutes. When the time consumed is more than 50 minutes and not more than 58 minutes, 2 will be deducted from 80 for every minute consumed more than 50 minutes. When the time consumed is more than 58 minutes and not more than 67 minutes, 3 will be deducted from 64 for every minute consumed more than 58 minutes. When the time consumed is more than 67 minutes and not more than 70 minutes, 4 will be deducted from 37 for each minute consumed more than 67 minutes. When the time consumed is more than 70 minutes, no credit will be given for time, and it will be impossible for the competitor to make an eligible average percentage on the typewriting subjects.

## ELIGIBILITY AND APPOINTMENT.

**Sec. 278. Period of eligibility.**<sup>1</sup>—The period of eligibility on all registers for original appointment is one year from the date of entering the name on the register (see next section), which entry is made as soon as practicable after the rating of the papers. The date of entry of a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination. The period of eligibility is never extended in individual cases, but extension always applies to the entire register.

Whenever a person whose name is on more than one register is appointed from one of such registers, his eligibility on all registers of the same or lower grade is canceled. He may, however, upon his written request at any time within the period for which eligibility would have run if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period, unless it is otherwise provided with reference to a particular examination.

An eligible may upon request in writing have his eligibility suspended for a stated period within the term of eligibility.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

**Sec. 279. Eligibility—Beginning and termination of, in cases of delayed entry on register.**—The provision of section 3 of Rule VI, "the term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register," is to be read with the provisions of the law and of the rules as to the qualifications of applicants and the essentials of eligibility; and it is therefore held that when the commission admits a person to examination subject to his subsequent compliance with the requirements essential to eligibility or subject to the removal of an existing disability, such person is admitted upon the following conditions: That after he is able to fully qualify, his eligibility is to be coincident and coextensive as to time with that of other eligibles from the same examination; that if he qualifies during the life of the register, he is to have eligibility for the balance of the life of the register and no longer; and that if he fails for any reason to fully qualify within the life of the register then he loses his right to any eligibility whatsoever and may become eligible only upon again entering an examination and duly qualifying.

**Sec. 280. Transfer of eligibility.**—No eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the service, the commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles. (For transfer of eligibility on stenographer and typewriter registers see sec. 236.)

**Sec. 281. Relative standing on registers.**—Relative standing on any register is subject to constant change, and it frequently happens that an eligible who occupied

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<sup>1</sup> The period of eligibility on registers for the Philippine service is two years.

a certain relative position on a register at a given date occupies a lower relative position on the register at a later date. Eligibles from new examinations are placed on the registers in order of average percentages. This sometimes causes the lowering of the standing of persons already on the registers. Eligibles sometimes request that their names be withdrawn from the registers and later revoke such requests, in which case their names are restored in order of average percentages.

Changes in the relative positions of the different States also cause marked differences in the relative standing of the same person at different dates. These changes in the relative positions of the different States are caused by appointments being charged and separations being credited to their respective States, the relative positions of the States in order for appointment being determined by the number of appointments received by each State on the basis of population.

**Sec. 222. Certifications.**—Until requested to certify names for filling it, the commission has no information in regard to any vacancy which may exist in any branch of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register of eligibles the names of the *three* persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer, who is required to make selection. The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

The time of examination is not considered in making certifications, as the highest in average percentage on the register must be certified first, although they may not have been the first examined. As a result of one examination an eligible may be certified for appointment three times to each department or office if reached for such certifications during the period of eligibility. An eligible who has been certified three times to the same office or department may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

When the needs of the service require it certification may be made from a higher-grade register for filling a lower-grade position.

**Sec. 223. Method of certification for scientific or technical positions, those of stenographer and typewriter at more than \$900 a year, and other positions; Departmental Service.**—When requisition is received for certification from any register of a scientific or technical character, or for certification for filling a vacancy in the position of stenographer and typewriter at a salary of more than \$900, in the apportioned Departmental Service, the following method is pursued:

1. Certification is made of the highest eligibles of the sex called for from the entire group of States and Territories that have not received their full share of the total number of appointments actually made, until all the eligibles from such States and Territories with average percentages as much as 75 have been certified.

2. After all the eligibles described in (1) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

3. After all the eligibles described in (2) above have thus been certified, then certification is made, in the order of percentage, of the highest remaining eligibles from the entire group of States in arrears of their share who have percentages of as much as 73.

4. After all eligibles described in (3) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 73.

5. After all eligibles with averages of as much as 73 have thus been certified down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States have been certified, then certification is made from each other State in its order under the apportionment.

When requisition is received to fill a vacancy in any other position in the apportioned Departmental Service, the following method is pursued (see sec. 291):

1. Certification is made of the highest eligibles from one-half of the entire group of States and Territories that have not received their full share of the total number of appointments actually made (if the number of such States and Territories is uneven, the lesser number is taken) and this method is followed until all the eligibles from such States and Territories have been certified with average percentages of as much as 80.

2. After all the eligibles described in (1) above have thus been certified, then certification is made in the same manner from one-half of the remainder of such group of States and Territories.

3. After all the eligibles described in (2) above have thus been certified, then certification is made in the same manner from the remainder of such group of States and Territories.

4. After all the eligibles described in (3) above have thus been certified, then certification is made as described in (1) above, down to and including eligibles with percentages of as much as 75.

5. After all the eligibles described in (4) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 75.

6. After all the eligibles described in (5) above have thus been certified, then certification is made as described in (3) above, down to and including eligibles with percentages of as much as 75.

7. After all the eligibles described in (6) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with an average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

8. After all the eligibles described in (7) above have thus been certified, then certification is made of the highest remaining eligibles, from the entire group of States in arrears of their share, in the order of percentage, who have percentages of as much as 73.

9. After all the eligibles described in (8) above have thus been certified, then certification is made as described in (7) above, down to and including eligibles with percentages of as much as 73.

10. After all the eligibles have thus been certified with averages of as much as 73, down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States and Territories have been certified, then certification is made from each State and Territory in its order under the apportionment.

**Sec. 284. Certifications for the Railway Mail Service.**—The railway mail clerk register is kept by States, according to the legal residence of the eligibles, and when a vacancy occurs requisition is made for certification from the register of the State in which the vacancy exists. If there is no register in the State in which the vacancy exists, certification is made from an adjoining State having available eligibles.

An eligible on the railway mail clerk register is allowed to have his eligibility transferred from the register of one State to that of another only when he can show

that he has been a bona fide resident of the State to which transfer of eligibility is desired for a period of at least six months next preceding the date of the request. If the examination taken by the eligible is of a lower grade than that held for the State to which he desires his eligibility transferred his request can not be approved.

**Sec. 285. Certifications for the Indian Service and for some other services outside of the District of Columbia.**—For a vacancy in the Indian Service certification is made of the highest three eligibles on the proper register who indicate a willingness to accept appointment in the State where the vacancy exists. Competitors are given opportunity at the time of their examination to state the locality in which they are willing to accept employment. They may mention the States in which they wish to be employed or state that they are willing to accept employment anywhere in the United States.

This method is also followed in making certifications for the position of inspector's assistant in the Bureau of Animal Industry of the Department of Agriculture.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States is divided into four districts, the Mississippi River being the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California, the dividing line north and south. Mounted inspectors are certified by average percentage, regardless of residence.

**Sec. 286. Certification for the Panama Canal Service.**—As a result of examinations for positions in the Canal Zone two lists of eligibles will be established, one containing the names of persons examined in the Canal Zone, the other containing the names of those examined at other places. Those examined in the Canal Zone will be preferred for appointments in the Panama Canal Service in the Canal Zone.

**Sec. 287. Certification for the Field Service.**—In filling vacancies in the Field Service the following procedure in making certifications will be followed:

For the Customs Service certification will be made of eligibles examined in the customs district in which the vacancy exists; except that when a customs district extends over parts of two or more civil-service districts certification will be made of eligibles examined in that part of the customs district which is in the civil-service district in which the vacancy exists.

For the Internal-Revenue Service certification will be made of those examined in the internal-revenue district in which the vacancy exists. This does not apply to the Tenth Civil-Service District. (See sec. 36.)

For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and carrier registers.

In filling vacancies in the position of forest clerk in the Forest Service and field clerk in the Reclamation Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services the regulations outlined in the foregoing paragraphs relative to methods of certification for various branches of the service will apply, so far as possible. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant. Each

competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment. (For transfer of eligibility on stenographer and typewriter registers, see sec. 236.)

Certifications for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter in offices of chiefs of field divisions of the Land-Office Service will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists; and in the absence of such local eligibles certification will be made of eligibles examined in the State in which the vacancy exists.

Certification for filling vacancies in the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

In filling vacancies in any position filled by educational examination not specifically provided for above, and positions in the Internal-Revenue Service in the Tenth Civil-Service District (see sec. 36), certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists.

In filling vacancies in noneducational positions for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment; that is, of those who live in the place or in the vicinity of the place of employment, and of those who do not live in the place or vicinity but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer when there is no local-board member) at the place at which employment is desired. An eligible who does not live in the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment.

In filling vacancies in noneducational positions for which applications are filed with local boards, certification will be made in accordance with the special regulations governing.

**Sec. 238. Probationary appointment.**—The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment, or the first year when so specified in the certificate of appointment, shall be a probationary period. If, and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond the probationary period confirms his absolute appointment.

**Sec. 239. Declination of appointment.**—An eligible who declines appointment will be dropped from the eligible register and his name will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment and unless assurance is given that he will accept the next appointment offered for service in the locality and at the entrance salary which he indicates his willingness to accept.

It is important that the commission be kept informed by eligibles on any of its registers of changes in their circumstances which would prevent the acceptance of appointment under the conditions as to salary and location specified as satisfactory at the time of examination in order that delay may be avoided in filling vacancies and to prevent certifications being charged against their names for positions which they might not be willing to accept. The commission should also be promptly noti-

fied of any and all changes of address. In case application has been filed with the district secretary (see sec. 36) notices of changes should be sent to him.

**Sec. 290. Preference in appointment.**—Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty* shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed preference by the commission has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before, those of persons who have not been allowed preference; and (d) he is released from the law and rules relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will, of course, head the list.

Persons entitled to preference under this section are not released from any requirement as to physical condition or from any other requirement of the examination for which application is made, except those specifically mentioned in the preceding paragraph.

Preference under this section does not apply to promotion examinations or to examinations for the Philippine Service.

Previous employment in the Government service does not entitle an eligible to preference in appointment.

**Sec. 291. Apportionment.**—The civil-service law requires that, as nearly as the conditions of good administration will warrant, appointments to positions in the departments at Washington shall be apportioned among the several States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census.

Section 2 of civil-service Rule VII excepts the following positions from the requirement of apportionment: Plate printer, printer's assistant, skilled helper, and operative in the Bureau of Engraving and Printing; positions in the field service of the military staff departments and at Army headquarters, mail-bag and mail-lock repair shops, Government Printing Office, Pension Agency,<sup>1</sup> and local offices in the District of Columbia; apprentice, student, gardener, engraver, cabinetmaker, carpenter, electrician's helper, electric lineman, electric wireman, messenger boy, painter, plumber, and plumber's helper. Appointments to unclassified positions, such as those of mere laborers, and to positions excepted by law or Executive order from competitive examinations or the apportionment, are not apportioned among the States.

In order that appointments to positions in the departments at Washington may be apportioned, as nearly as the conditions of good administration warrant, among the States and Territories according to population, whenever an appointment is made, the State of which the appointee is a resident is charged with the appointment; and whenever a person becomes separated from the service the State to which his appointment stands charged is credited. For several reasons it is not possible to apportion the appointments equally among the States. For example, many of the appointments were made before the civil-service law became operative; also if a State which may be next entitled to an appointment does not furnish eligibles having the required qualifications, it is necessary to certify eligibles who reside in other States; and the reinstatement of a person who has been separated from the

<sup>1</sup> Pension agencies have been abolished by law.

service without delinquency or misconduct must be charged to the State of which he is a resident. The commission is without authority to disapprove the reinstatement of a person on the ground of residence in a State which has received an excessive share of appointments. Again, the conditions of good administration frequently require that positions in the departments at Washington shall be filled by the transfer of persons holding similar classified positions in other parts of the country, and such transfers are required to be charged to the respective States and Territories in which the persons reside. In this way a number of States have received a larger proportionate share of appointments than others.

The following table shows the apportionment of appointments at Washington, D. C., from July 16, 1883, to June 3, 1914. The States and Territories are named in relative order according to the number of appointments they have received in proportion to population under the census of 1910:

State or Territory.	Appointments.			Separations.	Net appointments charged.
	Through examination.	Through reinstatement.	Through transfer, etc.		
1. Porto Rico.....	73	3	8	55	29
2. Alaska.....	3	1	1	3	2
3. Hawaii.....	24			15	9
4. Oklahoma.....	210	17	39	162	104
5. North Dakota.....	86	6	15	70	37
6. Texas.....	636	45	88	481	288
7. Arkansas.....	259	27	20	199	117
8. California.....	398	24	91	335	178
9. Alabama.....	368	45	36	284	165
10. Louisiana.....	278	23	32	205	128
11. Montana.....	62	11	18	61	30
12. New Mexico.....	40	3	25	40	28
13. Washington.....	170	12	29	113	98
14. Mississippi.....	330	15	27	216	156
15. Oregon.....	102	10	27	79	60
16. Utah.....	90	6	12	74	34
17. Florida.....	114	13	32	90	69
18. South Dakota.....	105	12	30	93	54
19. Missouri.....	695	57	96	532	318
20. Georgia.....	503	59	102	410	254
21. Illinois.....	1,084	109	199	842	550
22. South Carolina.....	283	23	51	208	149
23. Wisconsin.....	469	42	73	353	231
24. Michigan.....	576	49	88	429	284
25. Minnesota.....	385	36	90	297	214
26. Idaho.....	47	6	14	32	34
27. Tennessee.....	416	55	91	332	230
28. Kentucky.....	435	38	85	315	243
29. North Carolina.....	391	39	94	287	237
30. Arizona.....	33	4	18	32	23
31. Indiana.....	565	52	131	440	308
32. Iowa.....	526	53	105	432	257
33. New Jersey.....	531	43	69	354	294
34. Ohio.....	1,016	147	212	800	575
35. Nevada.....	12	1	6	9	10
36. Kansas.....	342	39	101	271	211
37. Maine.....	191	21	37	156	93
38. Nebraska.....	257	25	71	203	150
39. New York.....	2,185	225	439	1,691	1,158
40. Pennsylvania.....	1,661	160	362	1,207	976
41. New Hampshire.....	117	14	25	101	56
42. Connecticut.....	251	38	42	186	145
43. West Virginia.....	193	32	78	143	160
44. Colorado.....	179	16	51	140	106
45. Rhode Island.....	151	9	20	104	76
46. Wyoming.....	29	2	15	24	22
47. Massachusetts.....	1,058	66	142	752	514
48. Vermont.....	118	12	15	77	68
49. Delaware.....	72	2	15	46	43
50. Virginia.....	642	108	188	498	447
51. Maryland.....	682	109	189	519	461
52. District of Columbia.....	1,421	320	575	1,114	1,202
Total.....	20,881	2,293	4,421	15,911	11,684



**Sec. 292. Salary.**—Entrance to the service is usually at the lowest salary, the higher salaried positions being filled by promotion. As the prospects of promotion vary in different departments, and depend largely on the efficiency of the employee, the commission can furnish no specific information on the subject. Having in mind the fact that appointments are usually made at the lowest salary, and that the higher salaries are obtainable only by promotion, competitors should indicate in the personal-question sheet of their examinations the lowest salary they would be willing to accept in the event of appointment, as the commission may not certify an eligible for a vacancy paying a lower salary than he is willing to accept, as indicated in his examination papers. The lowest and highest entrance salaries paid in various positions are given in the table, section 293 of this Manual.

A competitor will not be allowed to make any change in the amount stated as an acceptable entrance salary after his name is entered upon the eligible register, except for reasons satisfactory to the commission. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled, and the minimum salary stated does not affect certification to positions with higher salaries.

**Sec. 293. PROSPECTS OF APPOINTMENT.**—It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the commission has no knowledge of vacancies occurring in any department in advance of the receipt of requisitions for certification. Under the law nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. There are usually on the registers more eligibles having ordinary qualifications than are required for appointment. The commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules, which permit them to select for appointment any one of the three names certified, without regard to political or religious considerations.

Stenographers and typewriters who are competent and willing to accept the usual salaries offered (men \$840 or \$900, women \$720) have much greater prospects for appointment than applicants for other clerical positions. The supply of male eligibles willing to accept the usual entrance salary is not equal to the demand. An excellent opportunity is therefore open to competent stenographers and typewriters from States which have not received their full quota of appointments.

A person who resides in a State which has received its full quota of appointments has little or no prospect of obtaining an appointment in the departments at Washington as the result of an examination for bookkeeper, clerk, messenger, watchman, or skilled laborer. Positions in the Post-Office Service are filled as a result of examinations held especially for that service.

The States of Alabama, Arkansas, California, Florida, Louisiana, Mississippi, Missouri, Montana, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, and Washington, the Territories of Alaska and Hawaii, and the island of Porto Rico have received so much less than the number of appointments to which they are entitled under the apportionment law that eligibles from these States and Territories, with averages of 80 or above, under present conditions have excellent prospects of appointment to positions in the apportioned service, and the chances of those with averages of 75 to 80 are good.

The table on page 147 shows for certain examinations the number of persons examined, the number that passed, the number appointed, and the minimum and maximum salaries at which appointments were made during the year ended June 30, 1913.

Kind of examination.	Male.			Female.			Salaries at which appointed.	
	Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Aid:								
Bureau of Standards	40	22	4				\$600.00	\$720.00
Coast and Geodetic Survey	54	19	12				\$900.00	\$900.00
Lighthouse Service	11	4	3				1,280.00	1,280.00
Apprentice:								
Fish culturist	63	23						
Plate cleaner, transferer, and engraver	4	2	1				\$1.60	\$1.60
Assistant observer	86	30	19				\$720.00	720.00
Bookkeeper, Departmental Service	476	120	28				720.00	1,000.00
Cadet engineer	21	4	3				680.00	680.00
Cadet officer	5	4	3				600.00	720.00
Civil engineer and draftsman	11	7						
Clerk:								
Departmental Service	1,173	312	39	497	230	52	720.00	1,000.00
Panama Canal Service	196	180	41				1,200.00	1,800.00
Computer:								
Coast and Geodetic Survey	31	14	1				1,200.00	1,200.00
Nautical Almanac Office and Naval Observatory	24	11	2				1,000.00	1,000.00
Draftsman:								
Architectural	25	10	5				1,200.00	\$ 5.52
Copyist ship	20	17						
Copyist topographic	240	43	23	40	9	8	600.00	1,280.00
Junior architectural	16	4	4				1,000.00	1,000.00
Junior engineer	11	5						
Mechanical, Panama Canal Service	39	11	6				1,350.00	1,800.00
Ship	40	12						
Topographic, Departmental Service	43	13	6	9			1,000.00	1,500.00
Topographic, Panama Canal Service	3	2	5				1,500.00	1,500.00
Electrotypist, molder	4	4	2				4.60	4.60
Engineer, Indian Service	42	23	4				720.00	720.00
Farmer	352	191	49				600.00	900.00
Fish culturist	50	21	23	1			\$ 600.00	600.00
Geologic aid	117	59	14	2	1		782.50	1,252.00
Junior chemist	39	16	6				\$1,020.00	1,030.00
Junior engineer:								
Bureau of Mines—								
Mining	7	3						
Engineer Department at Large—								
Civil	61	30	1				1,500.00	1,500.00
Electrical	20	7	1				1,800.00	1,800.00
Mechanical	13	6						
Reclamation Service	28	18	7				1,060.00	1,340.00
Kindergarten teacher	2			15	15	9	600.00	660.00
Laboratory apprentice, Bureau of Standards	34	8	9				480.00	480.00
Laboratory assistant, Bureau of Standards	45	23	7				900.00	1,260.00
Library cataloguer	1			15	7	5	900.00	900.00
Local and assistant inspector of boilers	51	23	3				1,500.00	1,800.00
Local and assistant inspector of hulls	33	15	2				1,500.00	1,800.00
Matron, Indian Service				251	204	48	360.00	660.00
Pharmacist	7	2	1				700.00	700.00
Physician	172	134	46				480.00	2,000.00
Postal clerk, Panama Canal Service	37	19	3				1,200.00	1,700.00
Press feeder	18	15	3	26	23	18	480.00	720.00
Printer, Government Printing Office	171	155	15	3	3		4.50	4.60
Scientific assistant	494	202	67	51	28	12	900.00	1,800.00
Stenographer, Departmental Service	748	114	7	167	44	1	720.00	900.00
Stenographer and typewriter, Departmental and Panama Canal Services	984	386	230	392	213	43	720.00	1,500.00
Stereotypist	15	14	1				4.60	4.60
Subclerical, Departmental Service	788	642	422				360.00	900.00
Teacher, Indian Service	53	40	28	102	75	49	540.00	1,000.00
Telegraph operator	88	23	7	14	2	1	900.00	1,200.00
Trained nurse	19	17	9	120	118	56	720.00	1,040.00
Typewriter, Departmental and Panama Canal Services	941	666	142	277	180	17	660.00	1,500.00
Veterinarian	206	94	61				1,200.00	1,400.00

<sup>1</sup> Examination not held in year ended June 30, 1913. Figures are for current year.

<sup>2</sup> A day.

<sup>3</sup> The entrance salary of the position of assistant observer is now \$900 a year.

<sup>4</sup> An hour.

<sup>5</sup> See section 142.

<sup>6</sup> See section 167.

<sup>7</sup> All appointments made to positions in Geological Survey.

**Sec. 293. Salary.**—Entrance to the service is usually at the lowest salary, the higher salaried positions being filled by promotion. As the prospects of promotion vary in different departments, and depend largely on the efficiency of the employee, the commission can furnish no specific information on the subject. Having in mind the fact that appointments are usually made at the lowest salary, and that the higher salaries are obtainable only by promotion, competitors should indicate in the personal question sheet of their examinations the lowest salary they would be willing to accept in the event of appointment, as the commission may not certify an eligible for a vacancy paying a lower salary than he is willing to accept, as indicated in his examination papers. The lowest and highest entrance salaries paid in various positions are given in the table, section 293 of this Manual.

A competitor will not be allowed to make any change in the amount stated as an acceptable entrance salary after his name is entered upon the eligible register, except for reasons satisfactory to the commission. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled, and the minimum salary stated does not affect certification to positions with higher salaries.

**Sec. 293. PROSPECTS OF APPOINTMENT.**—It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the commission has no knowledge of vacancies occurring in any department in advance of the receipt of requisitions for certification. Under the law nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. There are usually on the registers more eligibles having ordinary qualifications than are required for appointment. The commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules, which permit them to select for appointment any one of the three names certified, without regard to political or religious considerations.

Stenographers and typewriters who are competent and willing to accept the usual salaries offered (men \$840 or \$900, women \$720) have much greater prospects for appointment than applicants for other clerical positions. The supply of male eligibles willing to accept the usual entrance salary is not equal to the demand. An excellent opportunity is therefore open to competent stenographers and typewriters from States which have not received their full quota of appointments.

A person who resides in a State which has received its full quota of appointments has little or no prospect of obtaining an appointment in the departments at Washington as the result of an examination for bookkeeper, clerk, messenger, watchman, or skilled laborer. Positions in the Post-Office Service are filled as a result of examinations held especially for that service.

The States of Alabama, Arkansas, California, Florida, Louisiana, Mississippi, Missouri, Montana, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, and Washington, the Territories of Alaska and Hawaii, and the island of Porto Rico have received so much less than the number of appointments to which they are entitled under the apportionment law that eligibles from these States and Territories, with averages of 80 or above, under present conditions have excellent prospects of appointment to positions in the apportioned service, and the chances of those with averages of 75 to 80 are good.

The table on page 147 shows for certain examinations the number of persons examined, the number that passed, the number appointed, and the minimum and maximum salaries at which appointments were made during the year ended June 30, 1913.

Kind of examination.	Male.			Female.			Salaries at which appointed.	
	Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
<b>Add:</b>								
Bureau of Standards.....	40	22	4				\$600.00	\$720.00
Coast and Geodetic Survey.....	54	19	12				900.00	900.00
Lighthouse Service.....	11	4	3				1,280.00	1,280.00
<b>Apprentice:</b>								
Fish culturist <sup>1</sup> .....	63	23						
Plate cleaner, transferor, and engraver.....	4	2	1				* 1.60	* 1.60
Assistant observer.....	86	39	19				* 720.00	720.00
Bookkeeper, Departmental Service.....	478	120	29				720.00	1,000.00
Cadet engineer.....	21	4	3				680.00	660.00
Cadet officer.....	5	4	3				600.00	720.00
Civil engineer and draftsman.....	11	7						
<b>Clerk:</b>								
Departmental Service.....	1,173	312	39	497	230	52	720.00	1,000.00
Panama Canal Service.....	196	180	41				1,200.00	1,300.00
<b>Computer:</b>								
Coast and Geodetic Survey.....	31	14	1				1,200.00	1,200.00
Nautical Almanac Office and Naval Observatory.....	24	11	2				1,000.00	1,000.00
<b>Draftsman:</b>								
Architectural.....	25	10	5				1,200.00	* 5.52
Copyist ship.....	29	17						
Copyist topographic.....	240	43	22	40	9	8	600.00	1,260.00
Junior architectural.....	16	4	4				1,000.00	1,000.00
Junior engineer.....	11	5						
Mechanical, Panama Canal Service.....	39	11	6				1,350.00	1,400.00
Ship.....	40	12						
Topographic, Departmental Service.....	43	13	6	9			1,000.00	1,500.00
Topographic, Panama Canal Service.....	3	2	5				1,500.00	1,500.00
Electrotypist, molder.....	4	4	2				* 4.60	* 4.60
Engineer, Indian Service.....	42	23	4				720.00	720.00
Farmer.....	352	191	49				600.00	900.00
Fish culturist.....	50	21	23	1			* 600.00	600.00
Geologic aid.....	117	59	14	2	1		782.50	1,252.00
Junior chemist.....	39	16	6				* 1,020.00	1,030.00
<b>Junior engineer:</b>								
Bureau of Mines—								
Mining.....	7	3						
<b>Engineer Department at Large—</b>								
Civil.....	61	30	1				1,500.00	1,500.00
Electrical.....	20	7	1				1,800.00	1,800.00
Mechanical.....	12	6						
Reclamation Service.....	28	18	7				1,040.00	1,380.00
Kindergarten teacher.....	2			16	15	9	600.00	660.00
Laboratory apprentice, Bureau of Standards.....	34	8	9				480.00	480.00
Laboratory assistant, Bureau of Standards.....	45	23	7				800.00	1,260.00
Library cataloguer.....	1			15	7	5	900.00	900.00
Local and assistant inspector of boilers.....	51	23	3				1,500.00	1,900.00
Local and assistant inspector of hulls.....	33	15	2				1,500.00	1,800.00
Matron, Indian Service.....				251	204	48	360.00	660.00
Pharmacist.....	7	2	4				700.00	700.00
Physician.....	172	134	46				480.00	2,000.00
Postal clerk, Panama Canal Service.....	37	19	3				1,200.00	1,200.00
Press feeder.....	18	15	3	26	23	18	480.00	720.00
Printer, Government Printing Office.....	171	155	15	3	3		* 4.50	* 4.50
Scientific assistant.....	494	202	67	51	28	12	900.00	1,900.00
Stenographer, Departmental Service.....	748	114	7	167	44	1	720.00	900.00
Stenographer and typewriter, Departmental and Panama Canal Services.....	994	396	230	392	213	43	720.00	1,500.00
Stereotypist.....	15	14	1				* 4.60	* 4.60
Subclerical, Departmental Service.....	788	642	422				360.00	900.00
Teacher, Indian Service.....	53	40	28	102	75	49	540.00	1,000.00
Telegraph operator.....	88	23	7	14	2	1	900.00	1,200.00
Trained nurse.....	19	17	9	120	118	56	720.00	1,080.00
Typewriter, Departmental and Panama Canal Services.....	941	666	142	277	180	17	660.00	1,500.00
Veterinarian.....	206	94	61				1,200.00	1,400.00

<sup>1</sup> Examination not held in year ended June 30, 1913. Figures are for current year.

<sup>2</sup> A day.

<sup>3</sup> The entrance salary of the position of assistant observer is now \$900 a year.

<sup>4</sup> An hour.

<sup>5</sup> See section 143.

<sup>6</sup> See section 167.

<sup>7</sup> All appointments made to positions in Geological Survey.

## SCHEDULE A.

### CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION UNDER RULE II, CLAUSE 1.

[The classified service does not include positions under the government of the District of Columbia, the Library of Congress, the legislative and judicial branches, the Consular and Diplomatic Services, or the Pan American Union.]

**Sec. 294.**—Below will be found a list of classified positions which are excepted from examination by the commission. For information in regard to appointment to any of the positions mentioned therein, application should be made to the head of the department or office in which such position is located.

No office or position is excepted unless it is specifically named herein. Not more than one position shall be treated as excepted under the title of any such position unless a different number be indicated.

#### I. THE ENTIRE CLASSIFIED SERVICE.

1. Two private secretaries or confidential clerks to the head of each of the executive departments and one to each assistant head and one to the Public Printer.

2. One private secretary or confidential clerk to each of the heads of bureaus appointed by the President in the executive departments, if authorized by law.

3. All persons appointed by the President without confirmation by the Senate.

4. Attorneys, assistant attorneys, and special assistant attorneys.

5. Chinese and Japanese interpreters.

6. Any person receiving for his personal salary compensation aggregating not more than \$300 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and, in addition, when payment is not at a per annum rate, the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.<sup>1</sup>

7. Any person employed in a foreign country under the State Department, or temporarily employed in a confidential capacity in a foreign country under any department or office; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Labor.

8. Any position the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is enlisted for a term of years; also positions in the Revenue-Cutter Service, where the persons enlist for the season of navigation only.

9. All positions in Alaska which can not be filled from appropriate existing registers, except those in the Customs Service.

10. A person serving under temporary appointment continuously since May 29, 1899, may be permanently appointed, in the discretion of the appointing officer.

11. A person holding an excepted position, which he entered prior to November 2, 1894, and in which he has since served continuously, may, subject to the other conditions and provisions of these rules, be transferred to a competitive position.

<sup>1</sup> As amended Oct. 14, 1911.

12. Mechanics and skilled tradesmen or laborers,<sup>1</sup> employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver<sup>2</sup> of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

15. Positions of unusual character as to duties or compensation and for which qualified persons are so rare that in the judgment of the commission they can not in the interests of good civil-service administration be filled through competitive examination. Prior consent of the commission must be obtained for appointments under this clause.<sup>3</sup>

## II. STATE DEPARTMENT.<sup>4</sup>

1. Eight officers to aid in important drafting work.<sup>5</sup>
2. Assistant solicitors.<sup>6</sup>

## III. TREASURY DEPARTMENT.<sup>4</sup>

1. One confidential clerk, if authorized by the Secretary of the Treasury, to each of the following officers:

The collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as \$500,000.

The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.

3. In the New York customs district: Stitch counters.<sup>7</sup>

4. Storekeepers and gaugers<sup>7</sup> whose compensation does not exceed \$3 per diem when actually employed and whose aggregate compensation shall not exceed \$500 per annum.

This exception from the requirement of examination shall not apply to the fifth internal-revenue district of North Carolina.

5. One private secretary or confidential clerk to the superintendent in each mint and in the assay office at New York.<sup>8</sup>

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. Any person employed in the Public Health Service as quarantine attendant at a station at which, in the opinion of the commission, the establishment of registers is impracticable, and any person employed as quarantine attendant or acting assistant surgeon or sanitary inspector on a quarantine vessel or in a camp or station established for quarantine purposes during an epidemic of a contagious disease for temporary

<sup>1</sup> Skilled laborers. Unskilled laborers are not within the scope of the act and rules.

<sup>2</sup> This exception applies to chauffeurs as well as to drivers of carriages. (Minute of commission, Jan. 30, 1908.)

<sup>3</sup> As amended Aug. 26, 1912.

<sup>4</sup> See excepted positions in this department under heading "The Entire Classified Service."

<sup>5</sup> As amended Aug. 24, 1912.

<sup>6</sup> As amended June 12, 1911.

<sup>7</sup> Internal-Revenue Service.

<sup>8</sup> As amended Feb. 20, 1913.

duty in the United States or elsewhere in preventing the introduction or spread of contagious or infectious diseases.<sup>1</sup>

8. In the Alaska Customs Service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the Customs Service at the port of Chicago.

10. Mounted inspectors in the Customs Service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the leprosy investigation station, Molokai, Hawaii.

14. Informers and posse men, and special employees employed temporarily for detective work in the Internal-Revenue Service, under the appropriation for detecting and bringing to trial and punishment persons violating the Internal-Revenue laws.

15. Laborers at \$480 per annum in the Customs Service, district of Hawaii, who are to perform the duties of opener and packer.

#### IV. WAR DEPARTMENT.<sup>2</sup>

1. All cable engineers and cable electricians.

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of \$60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War, and a duplicate thereof to the Civil Service Commission.

3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; and all employees on transport ships other than clerks.

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.<sup>3</sup>

5. Consulting architect, for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All navigating positions on the torpedo and mine planters of the Quartermaster Corps.

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts when the positions are filled by retired noncommissioned officers or enlisted men.

<sup>1</sup>Subject to this exception at present are the following quarantine stations: Cape Charles, Columbia River, Fort Stanton, Gulf, Key West, Mobile, Mullet Key, Reedy Island, San Francisco, and South Atlantic.

<sup>2</sup>See excepted positions in this department under heading "The Entire Classified Service."

<sup>3</sup>Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

10. Civilian professors, instructors, and teachers in the United States Military Academy at West Point.

11. Superintendent of construction, Quartermaster Corps, Corregidor, Philippine Islands.

12. Contract surgeons.

13. Clerk qualified as translator of the English, Spanish, and Tagalog languages in the Bureau of Insular Affairs.

#### V. NAVY DEPARTMENT.<sup>1</sup>

1. Paymaster's clerks acting as principal clerks to general storekeepers at navy yards and naval stations.<sup>2</sup>

2. Civilian professors, instructors, and teachers in the United States Naval Academy at Annapolis.<sup>3</sup>

3. All positions in the Island of Guam and in the Island of Samoa.<sup>4</sup>

4. One clerk actually on duty with each assistant paymaster of the United States Marine Corps.<sup>4</sup>

5. Artisan and supervisory artisan positions at the naval stations at Cavite, Olongapo, and Guantanamo.<sup>5</sup>

#### VI. DEPARTMENT OF JUSTICE.<sup>1</sup>

1. Wardens, chaplains, and physicians in the United States penitentiaries or prisons.

2. One clerk to each United States district attorney.

3. Examiners.

4. Any person employed as field deputy in the office of a United States marshal or whose chief duties are to serve process.

5. All positions and employments deemed by the Attorney General to be legal or confidential in their character, and which relate to temporary service or which grow out of appropriation acts committing to the Attorney General the execution of some purpose of the law and the expenditure of the funds therefor, but not creating specific positions.

#### VII. POST OFFICE DEPARTMENT.<sup>1</sup>

1. The Assistant Attorney General for the Post Office Department.

2. One private secretary or confidential clerk to the Assistant Attorney General, and one to the purchasing agent of the Post Office Department.

3. All employees on star routes and in post offices of the third and fourth classes, other than postmasters of the fourth class, except those in Alaska, Guam, Hawaii, Porto Rico, and Samoa.<sup>6</sup>

4. One auditor at the post office in New York City.

5. Clerks in charge of contract stations, appropriated for as such and so reported.

#### VIII. DEPARTMENT OF THE INTERIOR.<sup>1</sup>

1. The superintendent of the Hot Springs Reservation.

2. Inspectors whose duties are of a confidential nature in the office of the Secretary of the Interior and who are appropriated for by the Congress.<sup>7</sup>

3. Inspectors of coal mines in the Territories.

4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.

<sup>1</sup> See excepted positions in this department under the heading "The Entire Classified Service."

<sup>2</sup> As amended Dec. 2, 1910.

<sup>3</sup> As amended Feb. 21, 1911.

<sup>4</sup> Amendment of Apr. 3, 1911.

<sup>5</sup> Amendment of Feb. 4, 1913.

<sup>6</sup> As amended Oct. 15, 1912.

<sup>7</sup> As amended Apr. 10, 1912.



5. Indians employed in the Indian Service at large, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.

6. Special commissioners to negotiate with Indians, as the necessity for their employment may arise.

7. One financial clerk at each Indian agency to act as agent during the absence or disability of the agent.

8. Physicians employed in the Indian Service and receiving not more than \$720 per annum salary, who may lawfully perform their official duties in connection with their private practice, such employment, however, to be subject to the approval of the commission.

9. All physicians employed as pension-examining surgeons, whether organized in boards or working individually under the direction of the Commissioner of Pensions. This paragraph shall not include medical examiners in the Pension Office.

10. Five special pension examiners to investigate fraudulent and other pension claims of a criminal nature.

11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

12. Consulting engineers of the Reclamation Service under the Geological Survey.

13. One confidential clerk and one record clerk to the Superintendent of the Government Hospital for the Insane.

14. One private secretary to the Director of the Geological Survey.

15. Superintendents of live stock, stockmen, stock detectives, and line riders in the Indian Service.

16. Special officers to assist in the suppression of the liquor traffic in the Indian Service.

17. Superintendent of Indian Insane Asylum, Canton, S. Dak.

18. Special agent for the Chippewa Indians of Lake Superior.

19. One Indian trade supervisor.

20. Superintendents or officers in charge of national parks or reservations.

21. Chief law officer in the Reclamation Service.

22. Scouts, buffalo keepers, assistant buffalo keepers, and park rangers in the national parks.

23. One histopathologist temporarily engaged in research work at the Government Hospital for the Insane.

24. One specialist in higher education in the Bureau of Education.

25. The assistant to the Secretary in the office of the Secretary of the Interior.<sup>1</sup>

26. All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.<sup>2</sup>

#### IX. DEPARTMENT OF AGRICULTURE.<sup>3</sup>

1. (a) Agents employed in field positions the work of which is financed jointly by the department and cooperating persons or organizations outside the Federal service.

(b) Local agents outside of Washington engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

<sup>1</sup> Amendment of Apr. 21, 1911.

<sup>2</sup> Amendment of Nov. 19, 1912. The Neopit lumbering project is a commercial enterprise conducted for the profit and sole benefit of the Menominee tribe of Indians and its operation is in competition with private enterprises of the same kind. It thus differs from any other enterprise conducted for the benefit of the Indians and it is believed that the work can be carried on more economically and therefore with more benefit to the Indians by excepting these employees from the operation of the civil-service rules.

<sup>3</sup> See excepted positions in this department under heading "The Entire Classified Service."

(c) Local agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies, hog cholera, and animal tuberculosis, and other contagious or infectious animal diseases.

(d) Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not, in the opinion of the commission, be filled by open competitive examination.

(e) Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.

(f) Student assistants whose salary shall not exceed a rate of \$300 a year each while employed.

Prior consent of the commission must be obtained for the appointment of agents under clause (d) above; and in making appointments under clauses (a), (b), (c), (e), and (f), a full report shall be submitted immediately by the department to the commission setting forth the name, designation, and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.<sup>1</sup>

2. One statistical agent in each State and Territory where authorized by law.

3. Guards and field assistants for reconnaissance parties employed temporarily during the season of danger from fires or when special work requires additions to the regular forest force. They shall serve only so long as absolutely required and in no case beyond the usual field season. So far as the commission may deem practicable such appointments shall be made from the registers of eligibles.

#### X. PANAMA CANAL.<sup>2</sup>

1. All officers and employees in the service of the Panama Canal upon the Isthmus of Panama, except those who are to perform the duties of clerk, book-keeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more<sup>3</sup> than \$75 in gold per month may be made without examination under the civil-service rules. No person appointed to the service on the Isthmus of Panama otherwise than through competitive examination, or by transfer or promotion from a competitive position, shall be transferred to a competitive position, unless he was classified by the Executive order of November 15, 1904, in a position which was then and is at the time of the proposed transfer in the competitive service.

2. One inspecting engineer and inspectors in the purchasing department.

#### XI. DEPARTMENT OF COMMERCE.<sup>2</sup>

1. All persons temporarily connected with the field operations of the Bureau of Fisheries who are paid from lump appropriations for miscellaneous expense. No person employed in a position specifically provided for by statute at any station shall be regarded as excepted from examination hereunder.

<sup>1</sup> As amended Aug. 26, 1912.

<sup>2</sup> See excepted positions under heading "The Entire Classified Service."

<sup>3</sup> As amended July 17, 1906.

2. Shipping commissioners whose compensation for the fiscal year ending June 30, 1907, was, as shown by the records in the Department of Commerce and Labor, \$2,500 or over.<sup>1</sup>

3. Commercial agents to investigate trade conditions abroad and in the United States, including the insular possessions, with the object of promoting the foreign commerce of the United States.<sup>2</sup>

#### XII. INTERSTATE COMMERCE COMMISSION.<sup>3</sup>

1. Five experts to be members of an advisory board under the act of March 1, 1913, providing for the valuation of the property of carriers.

2. Five members of a board of engineers under said act.

3. One director under said act.

4. One supervisor of land appraisals under said act.

5. One chief accountant under said act.

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<sup>1</sup> This order applies to the ports of New York, San Francisco, Port Townsend, and Boston.

<sup>2</sup> Amendment of Sept. 4, 1911.

Amendment of Apr. 23, 1913, and Oct. 29, 1913.

## SCHEDULE B.

### CLASSIFIED POSITIONS WHICH MAY BE FILLED UPON NONCOMPETITIVE EXAMINATION.

**Sec. 295.** The noncompetitive examinations authorized under Rule III, clause 2, shall consist of the same tests of fitness as those applied to other persons seeking appointment through competitive examination.

#### I. INTERIOR DEPARTMENT.

1. Superintendent, teacher, manual-training teacher, kindergartner, physician, matron, clerk, seamstress, farmer, and industrial teacher, in the Indian Service at large when filled by Indians.

2. Junior clerk, messenger, assistant messenger, and messenger boy, in the Office of Indian Affairs when filled by Indians.

3. Any competitive position at an Indian school when filled by the wife of a competitive employee at that school.

4. Miners, whether employed in rescue or first-aid work at rescue stations, on rescue cars, or at experimental mines, under the Bureau of Mines: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

5. Six inspectors to act as the immediate and confidential representatives of the Commissioner of Indian Affairs, subject to such evidence of qualifications as the Civil Service Commission may prescribe after consultation with the Commissioner of Indian Affairs.

#### II. INTERSTATE COMMERCE COMMISSION.

1. Not exceeding 20 special agents under the Division of Prosecutions and 10 inspectors under the Hours of Service Division, subject to such evidence of qualification as the Civil Service Commission may prescribe after consultation with the Interstate Commerce Commission: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

2. Five assistant engineers to be employed under the act of March 1, 1913, providing for the valuation of the property of carriers.<sup>1</sup>

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<sup>1</sup> Amendment of Apr. 23, 1913, and Oct. 29, 1913.

By direction of the commission:

JOHN A. McILHENNY, *President*.

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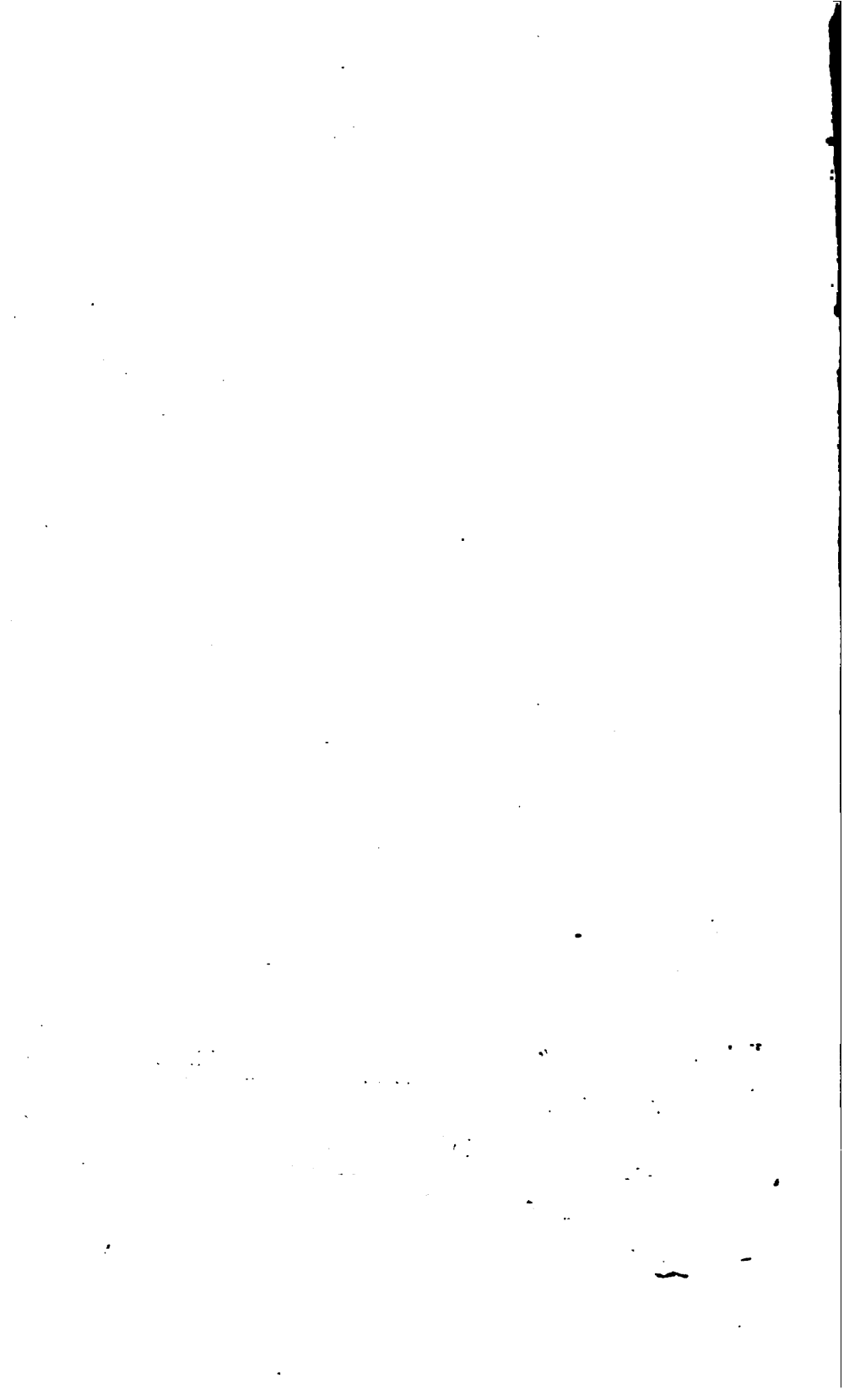
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July, 1915

UNITED STATES CIVIL SERVICE COMMISSION

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# MANUAL OF EXAMINATIONS

FOR THE

FALL OF 1915

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[THE REPORTS OF THE COMMISSION, SHOWING ITS WORK AND C  
THE CIVIL-SERVICE ACT, RULES, AND REGULATIONS, as and  
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**COMMISSIONERS:**

**JOHN A. McILHENRY,**  
PRESIDENT.  
**HARLES M. GALLOWAY,**  
**ERMON W. CRAVEN.**

**UNITED STATES CIVIL SERVICE COMMISSION,  
WASHINGTON, D. C.**

**INTRODUCTORY.**

The Manual of Examinations is issued semiannually in January and July. It contains the schedule of dates and places of the spring or the fall series of examinations, descriptions of the scheduled examinations and others which are held with more or less frequency, instructions relative to applications and conditions of employment, information concerning the rating of examination papers and the methods of certification of the names of eligibles when vacancies occur, and other information relating to matters connected with the Federal civil service which is considered of value to applicants for examination and the public generally.

The commission has aimed to include in the Manual all the instructions needed by intending applicants concerning the examinations covered by the Manual and the filing of applications. Before writing to the commission for information it should be determined that the inquiry is not fully answered in the Manual. The index should be consulted. The January edition of the Manual contains the schedule of spring examinations and the July edition the schedule of fall examinations. Requests for the next January edition should not be made before January 15, 1916.

Persons making requests for information in regard to examinations and for application blanks who do not specify the name of the examination desired will be furnished with this Manual, unless they have already been supplied. Upon receipt of the Manual they should notify the commission of the name of the examination desired, using for that purpose the form on page 6; the proper blank will then be sent provided the desired examination is pending. When the application has been executed and is ready for mailing the applicant should be careful to attach sufficient postage. Usually at least 4 cents is required. It is not necessary to inclose stamps for reply when writing to the commission or when forwarding an application.

The commission does not keep a mailing list of the names of persons desiring copies of the successive issues of the Manual; it is necessary to make a separate request for each issue.

**SCOPE OF THE CIVIL-SERVICE LAW.**

January 16, 1883, Congress passed what is known as the "civil-service law." This act established the United States Civil Service Commission, to be composed of three members, not more than two of whom shall be adherents of the same political party. The act itself is a mere outline of its purposes, but for its amplification it provides for rules to be promulgated by the President, such rules to be equally binding with the statute upon the heads of departments and offices, as well as upon the commission. The fundamental purpose of the law and rules is to establish, in the parts of the service within their provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political or religious considerations. To carry out this purpose a plan of competitive examinations is prescribed.

The term "classified service" indicates the parts of the service within the provisions of the civil-service law and rules requiring appointments therein to be made

upon examination and certification by the commission, unless especially excepted from competition; the term "unclassified service" indicates the parts of the service which are not within those provisions, and therefore in which appointments may be made without examination and certification by the commission.

The civil-service law and rules do not give to the commission any power of appointment and removal; that power is left where it was prior to such law, namely, in the President and the heads of departments. Upon requisition of an appointing officer the commission provides eligibles secured as the result of competitive examination; from the eligibles thus provided the appointing officer makes selection and appointment. When the commission certifies three eligibles for any particular position, the appointing officer has absolute discretion in making selection and appointment from such eligibles, except that the rules require that selection shall be made without regard to political or religious considerations. When certification is made the commission's duty ends so far as an appointment is concerned, except, of course, that it is charged with investigating and reporting any irregularity of appointment or removal.

A vacancy in the classified service may be filled either by original appointment upon examination and certification by the commission, as explained, or by transfer or promotion from certain other positions in the classified service, or by reinstatement

#### EXTENT OF THE CLASSIFIED CIVIL SERVICE.

"The classified civil service shall include all officers and employees in the executive civil service of the United States, heretofore or hereafter appointed or employed, in positions now existing or hereafter to be created, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers and persons whose appointments are subject to confirmation by the Senate." \* \* \* (Civil-service Rule II, clause 1.)

Included in the classified service are positions in or under the departments and offices at Washington, D. C., the Railway Mail Service, the Indian Service, the Steamboat-Inspection Service, the Immigration Service, the Public Health Service, the Lighthouse Service, the Mint and Assay Service, the Custodian Service, the Subtreasury Service, the Engineer Department at large, the Ordnance Department at large, the Quartermaster Corps, the Customs Service, the Post-Office Service, the Government Printing Office, the Internal-Revenue Service, the Rural Delivery Service, the Forest Service, the Reclamation Service, the Panama Canal Service, the Navy-Yard Service, the Government Hospital for the Insane, the National Military Park Service, and the position of fourth-class postmaster except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa.

Under civil-service Rule II, clause 3, certain positions in the classified service are excepted from examination. A list of these positions will be found in section 305.

All places in the classified service except those mentioned in the section referred to above, if not filled by reinstatement, transfer, or promotion, must be filled as the result of open competitive examination held under the provisions of the civil-service law.

Under the terms of the law positions outside the executive branch of the Government, positions to which appointment is made by the President and confirmed by the Senate, and positions of mere unskilled manual labor are not required to be classified.

The individual positions which are filled through competitive examinations now number about 300,000.

Positions in the Consular and Diplomatic Services, in the Congressional Library, under the Pan American Union, under the governments of Territories or the District of Columbia, or under State or municipal control are not filled as the result of examinations held by this commission.

## DEPARTMENTAL SERVICE AND FIELD SERVICE.

The term "Departmental Service," as used in this Manual refers to positions in the departments and general offices at Washington, D. C. The term "Field Service" refers to positions in all the branches outside of Washington, D. C., and to local branches in Washington, D. C. Local branches are such as the city post office, the customhouse, the navy yard, the Engineer Department at large, etc. Such branches in the District of Columbia, as elsewhere, are in the Field Service, while their respective departmental headquarters are in the Departmental Service.

Positions under the government of the District of Columbia are not a part of the Federal service.

## EXAMINATIONS AND APPOINTMENTS.

Under "Descriptions of examinations" in this Manual the titles are arranged alphabetically. Many examinations not described are announced from time to time as eligibles are needed. Information concerning such examinations is contained in section 44.

Examinations for the Departmental Service are held in every State and Territory. For the Field Service examinations usually are held at or near the places of employment. Examinations as a rule are not held for a particular department or office, but for the purpose of establishing registers from which appointments may be made to any department or office. From most examinations appointments may be made not only to a particular class of positions but to any position requiring the qualifications tested.

Appointments are made through examination and certification by the commission to all positions in the executive branch of the Federal service, both at Washington, D. C., and in the country at large, except those filled by presidential appointment, certain positions of an executive, confidential, or fiduciary character, which are expressly excepted from examination, and certain minor positions.

Appointments to Federal positions in Porto Rico, Hawaii, and the Canal Zone are made on the same basis as those in the States. So far as is practicable the same system is applied to Federal positions in Alaska.

With the exception of a very few Federal positions in the Philippines, appointments to Government positions in those islands are made in accordance with the Philippine civil-service act; but this commission holds such examinations as the Philippine civil-service board may request. Civil positions in the military division of the Philippines, and similar positions under the United States naval authorities in the Philippines, are not in the Philippine civil service, but are in the civil service of the United States. The positions referred to include those under the staff officers of the Philippines Division of the Army, and under the commandants of the United States naval stations at Cavite and Olongapo. The bureau of civil service at Manila is authorized to receive applications for admission to the Federal civil service in the Philippine Islands, to hold examinations, and to certify eligibles for appointment to Federal positions.

## CIVIL-SERVICE SCHOOLS AND INSTITUTES.

The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such schools. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the commission, and without cost. The commission is in no way responsible for any statement contained in the advertisements of schools.



## REQUEST FOR APPLICATION BLANK.

First determine that the desired examination is pending; consult the Manual; then fill out the form below, detach page, and mail to the commission. When mailing your request, attach proper postage to the envelope, but do not enclose stamps for reply.

Date.....191...

UNITED STATES CIVIL SERVICE COMMISSION,

*Washington, D. C.:*

Please mail to the address given below the proper application blank, in order that I may take the examination for the position of.....

..... at .....

on ....., 191...

(Signature) .....

(Address) .....

.....

(JULY, 1915.)

(6)

## CHANGE OF ADDRESS.

Persons who have applied for examination or who have passed an examination for the Departmental or Panama Canal Service should keep the commission informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should relate only to the change in address and should always indicate the kind and date of the examination taken, the average attained, and, if educational, the place of examination.

Persons eligible for the Philippine Service should notify the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., of change of address, and not the commission.

Persons who have filed application for the Field Service should notify the district secretary of change of address. (See sec. 36.)

### REQUEST FOR CHANGE OF ADDRESS.

When communicating with the commission relative to change of address fill out the blanks below, tear out this page, and forward it to the commission.

....., 191..  
UNITED STATES CIVIL SERVICE COMMISSION,  
*Washington, D. C.*

Exact title of examination: <sup>1</sup> .....

.....

.....

Bona fide residence of applicant: .....  
(State, not address.)

Average attained: .....

Date of examination: .....

City in which examined: .....

Please change the address on my application from .....

to .....

.....

Signature: .....

<sup>1</sup>If you have more than one application on file, name each kind of examination for which an application has been filed.

## **SPECIAL NOTICES.**

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Each applicant for examination, except for the positions of scaler and assistant forest ranger in the Forest Service, will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. An applicant who files an application showing him to be eligible for examination will be sent a card on which to paste the photograph and to furnish necessary information in connection therewith. An applicant who fails to present a photograph to the examiner will not be admitted to the examination. Tintypes or proofs will not be accepted.

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Each applicant for examination for a position in the apportioned Departmental Service at Washington, D. C., must attach a ten-cent revenue stamp to the county officer's certificate of his application.

## PLACES AND DATES OF FALL EXAMINATIONS.

No request will be granted to take an examination at a place or on a date for which it is not scheduled. An applicant may take only one kind of examination at one time or place. An applicant for appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the State in which he resides and must show that he has been actually domiciled in such State for at least one year previous to the date of examination. Applications for examinations mentioned in section 1 must be filed with the commission at Washington, D. C.

All examinations begin at 9 a. m., local time. For location of the examination room, if outside of Washington, D. C., apply to the secretary of the board of examiners or to the postmaster in the city or town where the examination is to be held, not later than 8.30 a. m. on the date of the examination. Examinations in Washington, D. C., are held at the office of the commission, No. 1724 F Street NW.

For information in regard to examinations to be held in the Canal Zone, persons residing on the Isthmus should make application to the secretary of the board of civil-service examiners, Balboa Heights, Canal Zone.

Examinations for the positions of Assistant (see sec. 57), Teacher (see sec. 370), and Industrial Teacher (see sec. 166) in the Philippine Service will be held beginning on August 18 at the places marked "(D)" in the schedule of examination places shown in section 2, but not on the date shown in the schedule.

For the following-named positions in the Departmental Service bona fide residents of the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only: Elevator conductor, statistical clerk, stenographer, stenographer and typewriter, stenographic clerk, and typewriter. For other positions in the Departmental Service the commission may or may not certify residents of the District of Columbia for permanent appointment, as conditions seem to justify.

**Sec. 1. List of fall examinations.**—The following-named examinations will be held in the fall of 1915 and may be taken at the places and on the dates shown in section 2, pages 11 to 24, inclusive. It will be noted that in the column at the left, opposite each title of examination in the list, the letter A, B, C, D, or E appears, and that in some cases two letters are used; also that the same letters appear in the list of places and dates of examinations in section 2. These letters are to guide the reader in determining the date on which a certain examination in the list will be held at a certain place. For instance, opposite "Agricultural inspector" is the letter E; reference to the list of places and dates in section 2 shows that "E" examinations will be held on October 13, at the places indicated. This system has been followed throughout the schedule.

(E) Agricultural inspector, Philippine Service; men only; application form, 2.  
(See sec. 46.)

(E) Aid, Bureau of Standards; men only; application form, 1312. (See sec. 47.)

(D) Aid, Coast and Geodetic Survey; application form, 1312. (See sec. 48.)

(E) Aid, Lighthouse Service; application form, 1312. (See sec. 49.)

(E) Apprentice fish culturist, Bureau of Fisheries; application form, 1312.  
(See sec. 52.)

- (D) Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing; application form, 304. (See sec. 54.)
- (D) Assistant inspector of boilers, Steamboat-Inspection Service; application form, 1087. (See sec. 194.)
- (D) Assistant inspector of hulls, Steamboat-Inspection Service; application form, 1087. (See sec. 195.)
- (E) Assistant observer, Weather Bureau; men only; application form, 304. (See sec. 64.)
- (E) Cadet engineer, Lighthouse Service; application form, 1312. (See sec. 74.)
- (E) Cadet officer, Lighthouse Service; application form, 1312. (See sec. 75.)
- (E) Civil engineer and draftsman, Departmental Service; application form, 1312. (See sec. 84.)
- (D) Clerk, Panama Canal Service; men only; application form 1312. (See sec. 91.)
- (E) Clerk, statistical. (See Statistical clerk.)
- (A) or (C) Clerk, stenographic. (See Stenographic clerk.)
- (D) Computer, Coast and Geodetic Survey; men only; application form, 1312. (See sec. 97.)
- (E) Computer, Nautical Almanac Office and Naval Observatory; men only; application form, 1312. (See sec. 98.)
- (D) Draftsman, copyist topographic, Departmental Service; application form, 1312. (See sec. 112.)
- (D) Draftsman, junior engineer, Engineer Department at large; application form, 1312. (See sec. 117.)
- (E) Draftsman, mechanical, Panama Canal Service; men only; application form, 1312. (See sec. 119.)
- (E) Draftsman, ship, Navy Department; application form, 1312. (See sec. 120.)
- (D) Draftsman, topographic, Departmental Service; application form, 1312. (See sec. 121.)
- (E) Draftsman, topographic, Panama Canal Service; men only; application form, 1312. (See sec. 122.)
- (A) or (B) Elevator conductor, Departmental Service; application form, 304. (See sec. 130.)
- (E) Engineer, Indian Service; application form, 304. (See sec. 131.)
- (E) Farmer, Indian Service; application form, 304. (See sec. 142.)
- (E) Fish culturist, Bureau of Fisheries; application form, 1312. (See sec. 148.)
- (D) Junior chemist, Departmental Service; application form, 1312. (See sec. 172.)
- (E) Junior engineer, civil, Engineer Department at large; application form, 1312. (See sec. 175.)
- (E) Junior engineer, mechanical or electrical, Engineer Department at large; application form, 1312. (See sec. 177.)
- (E) Junior engineer, mining, Bureau of Mines; application form, 1312. (See sec. 178.)
- (D) Laboratory apprentice, Bureau of Standards; men only; application form, 1312. (See sec. 181.)
- (E) Laboratory assistant, Bureau of Standards; men only; application form, 1312. (See sec. 182.)
- (E) Library cataloguer, Departmental Service; application form, 1312. (See sec. 189.)
- (D) Local inspector of boilers, Steamboat-Inspection Service; application form, 1087. (See sec. 194.)
- (D) Local inspector of hulls, Steamboat-Inspection Service; application form, 1087. (See sec. 195.)

- D) Matron, Indian Service; application form, 304. (See sec. 199.)
- D) Pharmacist, Public Health Service; men only; application form, 1312. (See sec. 215.)
- D) Physician, all services, except Philippine; men only; application form, 1312. (See sec. 217.)
- D) Postal clerk, Panama Canal Service; men only; application form 1312. (See sec. 219.)
- A) or (B) Press feeder, Government Printing Office; application forms, 304 and 1145. (See sec. 224.)
- E) Scientific assistant, Department of Agriculture; application form, 1312. (See sec. 238.)
- E) Statistical clerk, Departmental Service; application form, 1312. (See sec. 244.)
- A) or (C) Stenographer, Departmental Service; application form, 304. (See secs. 245 and 246.)
- A) or (C) Stenographer and typewriter; application forms 304 for the Departmental Service, and 1312 for the Panama Canal Service or for both the Departmental and Panama Canal Services. (See secs. 245, 250, and 252.)
- A) or (C) Stenographic clerk, Departmental Service; application form, 304. (See sec. 254.)
- E) Teacher, Indian Service; application form, 1312. (See sec. 268.)
- E) Trained nurse, all services; application form, 1312, except for the Philippine Service; Form 2 for the Philippine Service. (See sec. 275.)
- A) or (C) Typewriter, application forms, 304 for the Departmental Service, and 1312 for the Panama Canal Service or for both the Departmental and Panama Canal Services. (See secs. 245, 277, and 279.)
- (D) Veterinarian, Bureau of Animal Industry, Quartermaster Corps, and Philippine Service; application form, 1312, except for the Philippine Service; Form 2 for the Philippine Service. (See sec. 282.)

**Sec. 2. Schedule of places and dates.**—The examinations listed in section 1 may be taken at the places and on the dates specified in this section.

**Alabama:**

- (A) Anniston, September 13.
- (A) Birmingham, October 6.
- (D) Birmingham, September 15.
- (E) Birmingham, October 13.
- (A) Dothan, September 13.
- (D) Dothan, September 15.
- (E) Dothan, October 13.
- (A) Gadsden, September 13.
- (D) Huntsville, September 15.
- (E) Huntsville, October 13.
- (A) Mobile, October 20.
- (D) Mobile, September 15.
- (E) Mobile, October 13.
- (A) Montgomery, October 9.
- (D) Montgomery, September 15.
- (E) Montgomery, October 13.
- (A) Opelika, September 13.
- (D) Opelika, September 15.
- (E) Opelika, October 13.
- (A) Selma, September 13.

**Alaska:**

- (A) Juneau, September 15.
- (D) Juneau, September 15.
- (E) Juneau, October 13.

**Arizona:**

- (D) Clifton, September 15.
- (E) Clifton, October 13.
- (D) Douglas, September 15.
- (E) Douglas, October 13.
- (A) Flagstaff, October 5.
- (D) Flagstaff, September 15.
- (E) Flagstaff, October 13.
- (D) Globe, September 15.
- (E) Globe, October 13.
- (A) Phoenix, September 13.
- (D) Phoenix, September 15.
- (E) Phoenix, October 13.
- (D) Prescott, September 15.
- (E) Prescott, October 13.
- (A) Tucson, September 13.
- (D) Tucson, September 15.

## Arizona—Continued.

- (E) Tucson, October 13.
- (D) Yuma, September 15.
- (E) Yuma, October 13.

## Arkansas:

- (D) Fayetteville, September 15.
- (E) Fayetteville, October 13.
- (A) Fort Smith, September 25.
- (D) Fort Smith, September 15.
- (E) Fort Smith, October 13.
- (D) Helena, September 15.
- (E) Helena, October 13.
- (A) Jonesboro, September 13.
- (D) Jonesboro, September 15.
- (E) Jonesboro, October 13.
- (A) Little Rock, September 27.
- (D) Little Rock, September 15.
- (E) Little Rock, October 13.
- (A) Texarkana, September 13.
- (D) Texarkana, September 15.
- (E) Texarkana, October 13.

## California:

- (D) Eureka, September 15.
- (E) Eureka, October 13.
- (A) Fresno, October 23.
- (D) Fresno, September 15.
- (E) Fresno, October 13.
- (A) Los Angeles, October 15.
- (D) Los Angeles, September 15.
- (E) Los Angeles, October 13.
- (D) Marysville, September 15.
- (E) Marysville, October 13.
- (A) Red Bluff, September 13.
- (D) Red Bluff, September 15.
- (E) Red Bluff, October 13.
- (A) Sacramento, September 13.
- (D) Sacramento, September 15.
- (E) Sacramento, October 13.
- (A) San Bernardino, October 8.
- (D) San Bernardino, September 15.
- (E) San Bernardino, October 13.
- (A) San Diego, October 14.
- (D) San Diego, September 15.
- (E) San Diego, October 13.
- (B) San Francisco, October 5.
- (C) San Francisco, October 26.
- (D) San Francisco, September 15.
- (E) San Francisco, October 13.
- (A) San Jose, September 13.
- (D) San Jose, September 15.
- (E) San Jose, October 13.
- (A) San Luis Obispo, September 13.

## California—Continued.

- (D) San Luis Obispo, September 15.
- (E) San Luis Obispo, October 13.
- (A) Santa Barbara, September 13.

## Colorado:

- (A) Colorado Springs, September 27.
- (D) Colorado Springs, September 15.
- (E) Colorado Springs, October 13.
- (A) Denver, September 28.
- (D) Denver, September 15.
- (E) Denver, October 13.
- (A) Durango, September 13.
- (D) Durango, September 15.
- (E) Durango, October 13.
- (D) Fort Collins, September 15.
- (E) Fort Collins, October 13.
- (D) Fort Morgan, September 15.
- (E) Fort Morgan, October 13.
- (A) Grand Junction, September 23.
- (D) Grand Junction, September 15.
- (E) Grand Junction, October 13.
- (A) Greeley, September 13.
- (D) La Junta, September 15.
- (E) La Junta, October 13.
- (D) Leadville, September 15.
- (E) Leadville, October 13.
- (D) Monte Vista, September 15.
- (E) Monte Vista, October 13.
- (A) Montrose, September 24.
- (D) Montrose, September 15.
- (E) Montrose, October 13.
- (A) Pueblo, September 13.
- (D) Pueblo, September 15.
- (E) Pueblo, October 13.
- (A) Trinidad, September 29.
- (D) Trinidad, September 15.
- (E) Trinidad, October 13.

## Connecticut:

- (A) Bridgeport, September 28.
- (A) Hartford, September 24.
- (D) Hartford, September 15.
- (E) Hartford, October 13.
- (D) Middletown, September 15.
- (E) Middletown, October 13.
- (A) New Haven, September 29.
- (D) New Haven, September 15.
- (E) New Haven, October 13.
- (A) New London, September 30.
- (D) New London, September 15.
- (E) New London, October 13.
- (A) Waterbury, September 27.
- (D) Waterbury, September 15.
- (E) Waterbury, October 13.

**Delaware:**

- (A) Wilmington, September 13.
- (D) Wilmington, September 15.
- (E) Wilmington, October 13.

**District of Columbia:**

- (B) Washington, October 5.
- (C) Washington, October 26.
- Washington, typewriter *only*,  
November 1.
- (D) Washington, September 15.
- (E) Washington, October 13.

**Florida:**

- (A) Apalachicola, September 13.
- (A) Gainesville, October 30.
- (D) Gainesville, September 15.
- (E) Gainesville, October 13.
- (A) Jacksonville, October 23.
- (D) Jacksonville, September 15.
- (E) Jacksonville, October 13.
- (A) Key West, October 26.
- (D) Key West, September 15.
- (E) Key West, October 13.
- (A) Miami, September 13.
- (D) Miami, September 15.
- (E) Miami, October 13.
- (A) Pensacola, October 21.
- (D) Pensacola, September 15.
- (E) Pensacola, October 13.
- (A) St. Augustine, September 13.
- (A) Tallahassee, September 13.
- (A) Tampa, October 28.
- (D) Tampa, September 15.
- (E) Tampa, October 13.

**Georgia:**

- (A) Athens, September 14.
- (D) Athens, September 15.
- (E) Athens, October 13.
- (B) Atlanta, October 5.
- (C) Atlanta, October 26.
- (D) Atlanta, September 15.
- (E) Atlanta, October 13.
- (A) Augusta, September 15.
- (D) Augusta, September 15.
- (E) Augusta, October 13.
- (A) Columbus, September 13.
- (A) Macon, November 4.
- (D) Macon, September 15.
- (E) Macon, October 13.
- (A) Rome, September 28.
- (A) Savannah, November 2.
- (D) Savannah, September 15.
- (E) Savannah, October 13.
- (D) Thomasville, September 15.

**Georgia—Continued.**

- (E) Thomasville, October 13.
- (A) Waycross, November 1.

**Hawaii:**

- (A) Honolulu, October 13.
- (D) Honolulu, September 15.
- (E) Honolulu, October 13.

**Idaho:**

- (A) Boise, October 11.
- (D) Boise, September 15.
- (E) Boise, October 13.
- (A) Coeur d'Alene, September 13.
- (D) Coeur d'Alene, September 15.
- (E) Coeur d'Alene, October 13.
- (D) Grangeville, September 15.
- (E) Grangeville, October 13.
- (A) Lewiston, September 13.
- (D) Moscow, September 15.
- (E) Moscow, October 13.
- (A) Pocatello, October 8.
- (D) Pocatello, September 15.
- (E) Pocatello, October 13.
- (D) Sandpoint, September 15.
- (E) Sandpoint, October 13.
- (D) St. Anthony, September 15.
- (E) St. Anthony, October 13.
- (A) Twin Falls, October 9.
- (D) Twin Falls, September 15.
- (E) Twin Falls, October 13.
- (D) Weiser, September 15.
- (E) Weiser, October 13.

**Illinois:**

- (A) Cairo, September 28.
- (D) Cairo, September 15.
- (E) Cairo, October 13.
- (D) Champaign, September 15.
- (E) Champaign, October 13.
- (B) Chicago, October 5.
- (C) Chicago, October 26.
- (D) Chicago, September 15.
- (E) Chicago, October 13.
- (A) East St. Louis, September 13.
- (D) East St. Louis, September 15.
- (E) East St. Louis, October 13.
- (D) Freeport, September 15.
- (E) Freeport, October 13.
- (A) Galesburg, October 20.
- (A) Kankakee, October 18.
- (A) Peoria, October 19.
- (D) Peoria, September 15.
- (E) Peoria, October 13.
- (A) Quincy, September 30.
- (D) Quincy, September 15.



## Illinois—Continued.

- (E) Quincy, October 13.
- (A) Rockford, October 23.
- (A) Rock Island, October 21.
- (A) Springfield, October 1.
- (D) Springfield, September 15.
- (E) Springfield, October 13.

## Indiana:

- (A) Bloomington, September 13.
- (D) Bloomington, September 15.
- (E) Bloomington, October 13.
- (A) Evansville, September 28.
- (D) Evansville, September 15.
- (E) Evansville, October 13.
- (A) Fort Wayne, September 14.
- (D) Fort Wayne, September 15.
- (E) Fort Wayne, October 13.
- (A) Indianapolis, September 22.
- (D) Indianapolis, September 15.
- (E) Indianapolis, October 13.
- (A) Jeffersonville, September 13.
- (D) Jeffersonville, September 15.
- (E) Jeffersonville, October 13.
- (A) Lafayette, September 17.
- (D) Lafayette, September 15.
- (E) Lafayette, October 13.
- (A) Marion, September 23.
- (D) Marion, September 15.
- (E) Marion, October 13.
- (A) Richmond, September 24.
- (D) Richmond, September 15.
- (E) Richmond, October 13.
- (A) South Bend, September 15.
- (D) South Bend, September 15.
- (E) South Bend, October 13.
- (A) Terre Haute, September 20.
- (D) Terre Haute, September 15.
- (E) Terre Haute, October 13.
- (A) Valparaiso, September 13.
- (D) Valparaiso, September 15.
- (E) Valparaiso, October 13.

## Iowa:

- (A) Ames, October 15.
- (D) Ames, September 15.
- (E) Ames, October 13.
- (A) Burlington, October 21.
- (D) Burlington, September 15.
- (E) Burlington, October 13.
- (A) Cedar Rapids, October 26.
- (D) Cedar Rapids, September 15.
- (E) Cedar Rapids, October 13.
- (A) Council Bluffs, September 28.
- (D) Council Bluffs, September 15.
- (E) Council Bluffs, October 13.

## Iowa—Continued.

- (A) Creston, October 1.
- (D) Creston, September 15.
- (E) Creston, October 13.
- (A) Davenport, October 25.
- (D) Davenport, September 15.
- (E) Davenport, October 13.
- (D) Denison, September 15.
- (E) Denison, October 13.
- (A) Des Moines, October 4.
- (D) Des Moines, September 15.
- (E) Des Moines, October 13.
- (A) Dubuque, September 13.
- (D) Dubuque, September 15.
- (E) Dubuque, October 13.
- (A) Fort Dodge, October 13.
- (D) Fort Dodge, September 15.
- (E) Fort Dodge, October 13.
- (A) Iowa City, October 23.
- (D) Iowa City, September 15.
- (E) Iowa City, October 13.
- (A) Keokuk, October 22.
- (A) Marshalltown, October 15.
- (A) Mason City, October 11.
- (D) Mason City, September 15.
- (E) Mason City, October 13.
- (A) Ottumwa, October 20.
- (D) Ottumwa, September 15.
- (E) Ottumwa, October 13.
- (A) Shenandoah, September 30.
- (A) Sioux City, September 13.
- (D) Sioux City, September 15.
- (E) Sioux City, October 13.
- (A) Spencer, October 9.
- (D) Spencer, September 15.
- (E) Spencer, October 13.
- (A) Waterloo, November 1.
- (D) Waterloo, September 15.
- (E) Waterloo, October 13.

## Kansas:

- (A) Concordia, September 13.
- (D) Concordia, September 15.
- (E) Concordia, October 13.
- (D) Dodge City, September 15.
- (E) Dodge City, October 13.
- (A) Emporia, September 13.
- (D) Emporia, September 15.
- (E) Emporia, October 13.
- (D) Fort Scott, September 15.
- (E) Fort Scott, October 13.
- (A) Hutchinson, September 21.
- (A) Kansas City, September 17.
- (D) Kansas City, September 15.
- (E) Kansas City, October 13.

**Kansas—Continued.**

- (A) Lawrence, September 13.
- (D) Lawrence, September 15.
- (E) Lawrence, October 13.
- (A) Leavenworth, September 13.
- (D) Leavenworth, September 15.
- (E) Leavenworth, October 13.
- (D) Manhattan, September 15.
- (E) Manhattan, October 13.
- (A) Pittsburg, September 15.
- (D) Pittsburg, September 15.
- (E) Pittsburg, October 13.
- (A) Salina, September 20.
- (D) Salina, September 15.
- (E) Salina, October 13.
- (A) Topeka, September 18.
- (D) Topeka, September 15.
- (E) Topeka, October 13.
- (A) Wichita, September 13.
- (D) Wichita, September 15.
- (E) Wichita, October 13.

**Kentucky:**

- (A) Ashland, October 16.
- (D) Ashland, September 15.
- (E) Ashland, October 13.
- (A) Bowling Green, September 30.
- (D) Bowling Green, September 15.
- (E) Bowling Green, October 13.
- (A) Covington, October 29.
- (D) Covington, September 15.
- (E) Covington, October 13.
- (A) Lexington, October 28.
- (D) Lexington, September 15.
- (E) Lexington, October 13.
- (A) Louisville, October 1.
- (D) Louisville, September 15.
- (E) Louisville, October 13.
- (A) Middlesboro, October 26.
- (D) Middlesboro, September 15.
- (E) Middlesboro, October 13.
- (A) Owensboro, September 13.
- (D) Owensboro, September 15.
- (E) Owensboro, October 13.
- (A) Paducah, September 29.
- (D) Paducah, September 15.
- (E) Paducah, October 13.
- (A) Somerset, October 25.
- (D) Somerset, September 15.
- (E) Somerset, October 13.

**Louisiana:**

- (A) Alexandria, September 15.
- (D) Alexandria, September 15.
- (E) Alexandria, October 13.
- (A) Baton Rouge, September 13.

**Louisiana—Continued.**

- (D) Baton Rouge, September 15.
- (E) Baton Rouge, October 13.
- (A) Lake Charles, October 9.
- (D) Lake Charles, September 15.
- (E) Lake Charles, October 13.
- (A) Monroe, September 13.
- (D) Monroe, September 15.
- (E) Monroe, October 13.
- (A) New Iberia, September 13.
- (B) New Orleans, October 5.
- (C) New Orleans, October 26.
- (D) New Orleans, September 15.
- (E) New Orleans, October 13.
- (A) Shreveport, September 17.
- (D) Shreveport, September 15.
- (E) Shreveport, October 13.

**Maine:**

- (A) Augusta, October 19.
- (A) Bangor, October 20.
- (D) Bangor, September 15.
- (E) Bangor, October 13.
- (D) Bath, September 15.
- (E) Bath, October 13.
- (A) Calais, October 23.
- (D) Calais, September 15.
- (E) Calais, October 13.
- (A) Houlton, October 22.
- (D) Houlton, September 15.
- (E) Houlton, October 13.
- (A) Lewiston, September 13.
- (D) Lewiston, September 15.
- (E) Lewiston, October 13.
- (A) Portland, October 18.
- (D) Portland, September 15.
- (E) Portland, October 13.
- (D) Rockland, September 15.
- (E) Rockland, October 13.

**Maryland:**

- (B) Baltimore, October 5.
- (C) Baltimore, October 26.
- (D) Baltimore, September 15.
- (E) Baltimore, October 13.
- (A) Cumberland, September 28.
- (D) Cumberland, September 15.
- (E) Cumberland, October 13.
- (A) Frederick, September 13.
- (A) Hagerstown, September 13.
- (A) Salisbury, September 13.
- (D) Salisbury, September 15.
- (E) Salisbury, October 13.

**Massachusetts:**

- (B) Boston, October 5.
- (C) Boston, October 26.

**Massachusetts—Continued.**

- (D) Boston, September 15.
- (E) Boston, October 13.
- (D) Brockton, September 15.
- (E) Brockton, October 13.
- (A) Fall River, September 16.
- (D) Fall River, September 15.
- (E) Fall River, October 13.
- (D) Fitchburg, September 15.
- (E) Fitchburg, October 13.
- (A) Lawrence, September 18.
- (D) Lawrence, September 15.
- (E) Lawrence, October 13.
- (A) Lowell, September 20.
- (D) Lowell, September 15.
- (E) Lowell, October 13.
- (A) New Bedford, September 15.
- (A) North Adams, September 13.
- (A) Pittsfield, September 13.
- (D) Pittsfield, September 15.
- (E) Pittsfield, October 13.
- (D) Salem, September 15.
- (E) Salem, October 13.
- (A) Springfield, September 25.
- (D) Springfield, September 15.
- (E) Springfield, October 13.
- (A) Worcester, September 22.
- (D) Worcester, September 15.
- (E) Worcester, October 13.

**Michigan:**

- (D) Ann Arbor, September 15.
- (E) Ann Arbor, October 13.
- (A) Calumet, October 1.
- (A) Detroit, September 23.
- (D) Detroit, September 15.
- (E) Detroit, October 13.
- (A) Grand Rapids, September 18.
- (D) Grand Rapids, September 15.
- (E) Grand Rapids, October 13.
- (A) Jackson, September 22.
- (A) Kalamazoo, September 20.
- (D) Lansing, September 15.
- (E) Lansing, October 13.
- (A) Manistee, September 15.
- (D) Manistee, September 15.
- (E) Manistee, October 13.
- (A) Marquette, September 30.
- (D) Marquette, September 15.
- (E) Marquette, October 13.
- (A) Port Huron, September 25.
- (A) Saginaw, September 27.
- (D) Saginaw, September 15.
- (E) Saginaw, October 13.
- (A) Sault Ste. Marie, September 29.
- (D) Sault Ste. Marie, September 15.

**Michigan—Continued.**

- (E) Sault Ste. Marie, October 13.
- (A) Traverse City, September 14.
- (D) Traverse City, September 15.
- (E) Traverse City, October 13.

**Minnesota:**

- (A) Albert Lea, November 9.
- (A) Austin, November 8.
- (D) Austin, September 15.
- (E) Austin, October 13.
- (A) Bemidji, September 13.
- (D) Bemidji, September 15.
- (E) Bemidji, October 13.
- (A) Brainerd, September 13.
- (D) Brainerd, September 15.
- (E) Brainerd, October 13.
- (A) Crookston, September 15.
- (D) Crookston, September 15.
- (E) Crookston, October 13.
- (A) Duluth, September 13.
- (D) Duluth, September 15.
- (E) Duluth, October 13.
- (A) Fergus Falls, September 13.
- (D) Fergus Falls, September 15.
- (E) Fergus Falls, October 13.
- (D) International Falls, September 15.
- (E) International Falls, October 13.
- (A) Little Falls, September 13.
- (A) Mankato, November 10.
- (D) Mankato, September 15.
- (E) Mankato, October 13.
- (A) Minneapolis, September 13.
- (D) Minneapolis, September 15.
- (E) Minneapolis, October 13.
- (D) Pipestone, September 15.
- (E) Pipestone, October 13.
- (D) St. Cloud, September 15.
- (E) St. Cloud, October 13.
- (B) St. Paul, October 5.
- (C) St. Paul, October 26.
- (D) St. Paul, September 15.
- (E) St. Paul, October 13.
- (D) Virginia, September 15.
- (E) Virginia, October 13.
- (D) Willmar, September 15.
- (E) Willmar, October 13.
- (A) Winona, September 13.
- (D) Winona, September 15.
- (E) Winona, October 13.

**Mississippi:**

- (A) Brookhaven, September 13.
- (D) Greenville, September 15.
- (E) Greenville, October 13.
- (D) Grenada, September 15.

**Mississippi—Continued.**

- (E) Grenada, October 13.
- (A) Gulfport, October 18.
- (A) Hattiesburg, October 16.
- (D) Hattiesburg, September 15.
- (E) Hattiesburg, October 13.
- (D) Holly Springs, September 15.
- (E) Holly Springs, October 13.
- (A) Jackson, October 12.
- (D) Jackson, September 15.
- (E) Jackson, October 13.
- (A) Meridian, October 11.
- (D) Meridian, September 15.
- (E) Meridian, October 13.
- (A) Natchez, October 15.
- (A) Tupelo, October 5.
- (A) Vicksburg, October 14.
- (D) Vicksburg, September 15.
- (E) Vicksburg, October 13.
- (D) West Point, September 15.
- (E) West Point, October 13.

**Missouri:**

- (D) Cape Girardeau, September 15.
- (E) Cape Girardeau, October 13.
- (A) Carthage, September 14.
- (A) Columbia, September 13.
- (D) Columbia, September 15.
- (E) Columbia, October 13.
- (A) Jefferson City, September 13.
- (D) Jefferson City, September 15.
- (E) Jefferson City, October 13.
- (A) Joplin, September 13.
- (A) Kansas City, September 16.
- (D) Kansas City, September 15.
- (E) Kansas City, October 13.
- (D) Kirksville, September 15.
- (E) Kirksville, October 13.
- (D) Moberly, September 15.
- (E) Moberly, October 13.
- (A) Poplar Bluff, September 13.
- (D) Poplar Bluff, September 15.
- (E) Poplar Bluff, October 13.
- (A) St. Joseph, September 13.
- (D) St. Joseph, September 15.
- (E) St. Joseph, October 13.
- (B) St. Louis, October 5.
- (C) St. Louis, October 26.
- (D) St. Louis, September 15.
- (E) St. Louis, October 13.
- (A) Springfield, September 13.
- (D) Springfield, September 15.
- (E) Springfield, October 13.
- (D) Warrensburg, September 15.
- (E) Warrensburg, October 13.

**Montana:**

- (A) Billings, September 30.
- (D) Billings, September 15.
- (E) Billings, October 13.
- (A) Bozeman, September 24.
- (D) Bozeman, September 15.
- (E) Bozeman, October 13.
- (A) Butte, September 17.
- (D) Butte, September 15.
- (E) Butte, October 13.
- (A) Glasgow, September 13.
- (D) Glasgow, September 15.
- (E) Glasgow, October 13.
- (A) Glendive, September 27.
- (A) Great Falls, September 21.
- (D) Great Falls, September 15.
- (E) Great Falls, October 13.
- (A) Havre, September 13.
- (D) Havre, September 15.
- (E) Havre, October 13.
- (A) Helena, September 18.
- (D) Helena, September 15.
- (E) Helena, October 13.
- (A) Kalispell, September 13.
- (D) Kalispell, September 15.
- (E) Kalispell, October 13.
- (A) Lewistown, September 22.
- (A) Miles City, September 28.
- (D) Miles City, September 15.
- (E) Miles City, October 13.
- (A) Missoula, September 16.
- (D) Missoula, September 15.
- (E) Missoula, October 13.

**Nebraska:**

- (A) Alliance, September 13.
- (D) Alliance, September 15.
- (E) Alliance, October 13.
- (A) Beatrice, September 13.
- (D) Beatrice, September 15.
- (E) Beatrice, October 13.
- (A) Broken Bow, September 13.
- (D) Broken Bow, September 15.
- (E) Broken Bow, October 13.
- (D) Chadron, September 15.
- (E) Chadron, October 13.
- (D) Columbus, September 15.
- (E) Columbus, October 13.
- (A) Fremont, September 13.
- (A) Grand Island, September 25.
- (D) Grand Island, September 15.
- (E) Grand Island, October 13.
- (A) Holdrege, September 13.
- (D) Holdrege, September 15.
- (E) Holdrege, October 13.

## Nebraska—Continued.

- (A) Lincoln, September 27.
- (D) Lincoln, September 15.
- (E) Lincoln, October 13.
- (D) McCook, September 15.
- (E) McCook, October 13.
- (D) Nebraska City, September 15.
- (E) Nebraska City, October 13.
- (A) Norfolk, September 21.
- (D) Norfolk, September 15.
- (E) Norfolk, October 13.
- (A) North Platte, September 25.
- (D) North Platte, September 15.
- (E) North Platte, October 13.
- (A) Omaha, September 28.
- (D) Omaha, September 15.
- (E) Omaha, October 13.
- (D) O'Neill, September 15.
- (E) O'Neill, October 13.

## Nevada:

- (A) Carson, September 13.
- (D) Carson, September 15.
- (E) Carson, October 13.
- (A) Elko, September 17.
- (D) Elko, September 15.
- (E) Elko, October 13.
- (A) Ely, September 18.
- (D) Ely, September 15.
- (E) Ely, October 13.
- (D) Goldfield, September 15.
- (E) Goldfield, October 13.
- (A) Reno, September 14.
- (D) Reno, September 15.
- (E) Reno, October 13.

## New Hampshire:

- (A) Berlin, October 16.
- (A) Concord, September 13.
- (D) Concord, September 15.
- (E) Concord, October 13.
- (D) Hanover, September 15.
- (E) Hanover, October 13.
- (D) Keene, September 15.
- (E) Keene, October 13.
- (A) Manchester, September 13.
- (D) Manchester, September 15.
- (E) Manchester, October 13.
- (D) Plymouth, September 15.
- (E) Plymouth, October 13.
- (A) Portsmouth, October 6.
- (D) Portsmouth, September 15.
- (E) Portsmouth, October 13.

## New Jersey:

- (A) Atlantic City, October 8.
- (A) Camden, October 7.

## New Jersey—Continued.

- (A) Newark, September 13.
- (D) Newark, September 15.
- (E) Newark, October 13.
- (A) Trenton, October 6.
- (D) Trenton, September 15.
- (E) Trenton, October 13.

## New Mexico:

- (A) Albuquerque, October 1.
- (D) Albuquerque, September 15.
- (E) Albuquerque, October 13.
- (D) East Las Vegas, September 15.
- (E) East Las Vegas, October 13.
- (A) Las Cruces, September 13.
- (D) Las Cruces, September 15.
- (E) Las Cruces, October 13.
- (D) Raton, September 15.
- (E) Raton, October 13.
- (A) Roswell, September 13.
- (D) Roswell, September 15.
- (E) Roswell, October 13.
- (A) Santa Fe, September 30.
- (D) Santa Fe, September 15.
- (E) Santa Fe, October 13.
- (A) Tucumcari, September 13.
- (D) Tucumcari, September 15.
- (E) Tucumcari, October 13.

## New York:

- (A) Binghamton, October 4.
- (D) Binghamton, September 15.
- (E) Binghamton, October 13.
- (A) Buffalo, October 9.
- (D) Buffalo, September 15.
- (E) Buffalo, October 13.
- (A) Elmira, October 5.
- (D) Elmira, September 15.
- (E) Elmira, October 13.
- (D) Ithaca, September 15.
- (E) Ithaca, October 13.
- (A) Jamestown, October 7.
- (D) Jamestown, September 15.
- (E) Jamestown, October 13.
- (A) Malone, September 18.
- (B) New York, October 5.
- (C) New York, October 26.
- New York, typewriter only,  
November 1.
- (D) New York, September 15.
- (E) New York, October 13.
- (A) Ogdensburg, September 17.
- (D) Ogdensburg, September 15.
- (E) Ogdensburg, October 13.
- (A) Olean, October 6.
- (A) Oneida, September 13.
- (A) Plattsburg, September 20.

## New York—Continued.

- (D) Plattsburg, September 15.
- (E) Plattsburg, October 13.
- (A) Poughkeepsie, September 23.
- (D) Poughkeepsie, September 15.
- (E) Poughkeepsie, October 13.
- (A) Rochester, October 11.
- (D) Rochester, September 15.
- (E) Rochester, October 13.
- (A) Syracuse, October 13.
- (D) Syracuse, September 15.
- (E) Syracuse, October 13.
- (A) Troy, September 21.
- (D) Troy, September 15.
- (E) Troy, October 13.
- (A) Utica, September 14.
- (D) Utica, September 15.
- (E) Utica, October 13.
- (A) Watertown, September 16.

## North Carolina:

- (A) Asheville, September 17.
- (D) Asheville, September 15.
- (E) Asheville, October 13.
- (A) Charlotte, September 13.
- (D) Charlotte, September 15.
- (E) Charlotte, October 13.
- (D) Durham, September 15.
- (E) Durham, October 13.
- (A) Elizabeth City, September 13.
- (A) Fayetteville, September 14.
- (A) Goldsboro, September 13.
- (D) Goldsboro, September 15.
- (E) Goldsboro, October 13.
- (A) Greensboro, September 13.
- (D) Greensboro, September 15.
- (E) Greensboro, October 13.
- (A) Hendersonville, September 18.
- (D) Hickory, September 15.
- (E) Hickory, October 13.
- (A) Morganton, September 16.
- (A) Mt. Airy, September 15.
- (A) Newbern, September 13.
- (A) Raleigh, September 13.
- (D) Raleigh, September 15.
- (E) Raleigh, October 13.
- (A) Salisbury, September 13.
- (D) Salisbury, September 15.
- (E) Salisbury, October 13.
- (A) Washington, September 13.
- (D) Washington, September 15.
- (E) Washington, October 13.
- (A) Waynesville, September 20.
- (A) Wilmington, September 13.
- (D) Wilmington, September 15.
- (E) Wilmington, October 13.

## North Dakota:

- (A) Bismarck, September 13.
- (D) Bismarck, September 15.
- (E) Bismarck, October 13.
- (D) Devils Lake, September 15.
- (E) Devils Lake, October 13.
- (A) Dickinson, September 13.
- (D) Dickinson, September 15.
- (E) Dickinson, October 13.
- (A) Fargo, September 13.
- (D) Fargo, September 15.
- (E) Fargo, October 13.
- (A) Grand Forks, September 13.
- (D) Grand Forks, September 15.
- (E) Grand Forks, October 13.
- (A) Minot, September 13.
- (D) Minot, September 15.
- (E) Minot, October 13.
- (D) Valley City, September 15.
- (E) Valley City, October 13.
- (A) Williston, September 13.
- (D) Williston, September 15.
- (E) Williston, October 13.

## Ohio:

- (A) Akron, October 6.
- (D) Akron, September 15.
- (E) Akron, October 13.
- (A) Athens, September 13.
- (A) Chillicothe, September 13.
- (D) Chillicothe, September 15.
- (E) Chillicothe, October 13.
- (B) Cincinnati, October 5.
- (C) Cincinnati, October 26.
- (D) Cincinnati, September 15.
- (E) Cincinnati, October 13.
- (A) Cleveland, October 7.
- (D) Cleveland, September 15.
- (E) Cleveland, October 13.
- (A) Columbus, October 4.
- (D) Columbus, September 15.
- (E) Columbus, October 13.
- (A) Dayton, October 22.
- (D) Dayton, September 15.
- (E) Dayton, October 13.
- (A) Ironton, October 16.
- (D) Ironton, September 15.
- (E) Ironton, October 13.
- (A) Lima, October 18.
- (D) Lima, September 15.
- (E) Lima, October 13.
- (A) Mansfield, September 13.
- (D) Mansfield, September 15.
- (E) Mansfield, October 13.
- (A) Marietta, October 14.
- (D) Marietta, September 15.
- (E) Marietta, October 13.

## Ohio—Continued.

- (A) Portsmouth, September 13.
- (D) Portsmouth, September 15.
- (E) Portsmouth, October 13.
- (A) Sandusky, September 13.
- (D) Sandusky, September 15.
- (E) Sandusky, October 13.
- (A) Steubenville, October 12.
- (D) Steubenville, September 15.
- (E) Steubenville, October 13.
- (A) Toledo, October 20.
- (D) Toledo, September 15.
- (E) Toledo, October 13.
- (A) Youngstown, October 9.
- (D) Youngstown, September 15.
- (E) Youngstown, October 13.
- (A) Zanesville, September 13.
- (D) Zanesville, September 15.
- (E) Zanesville, October 13.

## Oklahoma:

- (D) Altus, September 15.
- (E) Altus, October 13.
- (D) Ardmore, September 15.
- (E) Ardmore, October 13.
- (A) Enid, September 13.
- (D) Enid, September 15.
- (E) Enid, October 13.
- (A) Guthrie, September 13.
- (D) Guthrie, September 15.
- (E) Guthrie, October 13.
- (A) Lawton, September 23.
- (D) Lawton, September 15.
- (E) Lawton, October 13.
- (A) McAlester, September 13.
- (D) McAlester, September 15.
- (E) McAlester, October 13.
- (A) Muskogee, September 24.
- (D) Muskogee, September 15.
- (E) Muskogee, October 13.
- (A) Oklahoma, September 22.
- (D) Oklahoma, September 15.
- (E) Oklahoma, October 13.
- (D) Vinita, September 15.
- (E) Vinita, October 13.
- (D) Woodward, September 15.
- (E) Woodward, October 13.

## Oregon:

- (A) Astoria, September 13.
- (D) Astoria, September 15.
- (E) Astoria, October 13.
- (A) Baker, September 13.
- (D) Baker, September 15.
- (E) Baker, October 13.

## Oregon—Continued.

- (A) Bend, September 13.
- (D) Bend, September 15.
- (E) Bend, October 13.
- (A) Corvallis, October 19.
- (D) Corvallis, September 15.
- (E) Corvallis, October 13.
- (A) Eugene, October 20.
- (D) Eugene, September 15.
- (E) Eugene, October 13.
- (A) Grants Pass, October 25.
- (D) Grants Pass, September 15.
- (E) Grants Pass, October 13.
- (A) Klamath Falls, October 29.
- (D) Klamath Falls, September 15.
- (E) Klamath Falls, October 13.
- (A) Marshfield, October 23.
- (D) Marshfield, September 15.
- (E) Marshfield, October 13.
- (A) Pendleton, October 12.
- (D) Pendleton, September 15.
- (E) Pendleton, October 13.
- (A) Portland, October 15.
- (D) Portland, September 15.
- (E) Portland, October 13.
- (A) The Dalles, September 13.
- (D) The Dalles, September 15.
- (E) The Dalles, October 13.

## Pennsylvania:

- (A) Allentown, October 5.
- (A) Altoona, September 16.
- (D) Altoona, September 15.
- (E) Altoona, October 13.
- (A) Dubois, September 25.
- (A) Erie, September 22.
- (A) Harrisburg, September 15.
- (D) Harrisburg, September 15.
- (E) Harrisburg, October 13.
- (A) Lancaster, September 14.
- (A) Oil City, September 23.
- (B) Philadelphia, October 5.
- (C) Philadelphia, October 26.
- (D) Philadelphia, September 15.
- (E) Philadelphia, October 13.
- (A) Pittsburgh, September 18.
- (D) Pittsburgh, September 15.
- (E) Pittsburgh, October 13.
- (A) Reading, October 4.
- (A) Scranton, September 29.
- (D) South Bethlehem, September 15.
- (E) South Bethlehem, October 13.
- (D) State College, September 15.
- (E) State College, October 13.
- (A) Sunbury, October 2.

## Pennsylvania—Continued.

- (A) Towanda, September 13.
- (A) Uniontown, September 17.
- (A) Warren, September 24.
- (D) Warren, September 15.
- (E) Warren, October 13.
- (A) Wilkes-Barre, October 1.
- (D) Wilkes-Barre, September 15.
- (E) Wilkes-Barre, October 13.
- (A) Williamsport, September 27.
- (D) Williamsport, September 15.
- (E) Williamsport, October 13.

## Porto Rico:

- (A) Ponce, October 13.
- (A) San Juan, October 13.
- (D) San Juan, September 15.
- (E) San Juan, October 13.

## Rhode Island:

- (A) Newport, October 2.
- (A) Providence, September 17.
- (D) Providence, September 15.
- (E) Providence, October 13.

## South Carolina:

- (A) Charleston, September 17.
- (D) Charleston, September 15.
- (E) Charleston, October 13.
- (D) Chester, September 15.
- (E) Chester, October 13.
- (A) Columbia, September 20.
- (D) Columbia, September 15.
- (E) Columbia, October 13.
- (A) Florence, September 13.
- (D) Florence, September 15.
- (E) Florence, October 13.
- (A) Greenville, September 22.
- (D) Greenville, September 15.
- (E) Greenville, October 13.
- (A) Greenwood, September 13.
- (D) Greenwood, September 15.
- (E) Greenwood, October 13.
- (D) Orangeburg, September 15.
- (E) Orangeburg, October 13.
- (D) Sumter, September 15.
- (E) Sumter, October 13.

## South Dakota:

- (A) Aberdeen, September 13.
- (D) Aberdeen, September 15.
- (E) Aberdeen, October 13.
- (D) Brookings, September 15.
- (E) Brookings, October 13.
- (A) Deadwood, September 13.
- (D) Deadwood, September 15.
- (E) Deadwood, October 13.

## South Dakota—Continued.

- (A) Hot Springs, September 13.
- (A) Huron, September 13.
- (D) Huron, September 15.
- (E) Huron, October 13.
- (D) Lemmon, September 15.
- (E) Lemmon, October 13.
- (A) Mitchell, September 13.
- (D) Mitchell, September 15.
- (E) Mitchell, October 13.
- (A) Pierre, September 13.
- (D) Pierre, September 15.
- (E) Pierre, October 13.
- (A) Rapid City, September 13.
- (D) Rapid City, September 15.
- (E) Rapid City, October 13.
- (A) Sioux Falls, September 20.
- (D) Sioux Falls, September 15.
- (E) Sioux Falls, October 13.
- (A) Watertown, September 13.
- (D) Watertown, September 15.
- (E) Watertown, October 13.

## Tennessee:

- (A) Bristol, September 24.
- (D) Bristol, September 15.
- (E) Bristol, October 13.
- (A) Chattanooga, September 13.
- (D) Chattanooga, September 15.
- (E) Chattanooga, October 13.
- (A) Clarksville, September 13.
- (A) Columbia, September 13.
- (A) Jackson, October 1.
- (D) Jackson, September 15.
- (E) Jackson, October 13.
- (A) Knoxville, September 25.
- (D) Knoxville, September 15.
- (E) Knoxville, October 13.
- (A) Memphis, October 2.
- (D) Memphis, September 15.
- (E) Memphis, October 13.
- (A) Nashville, September 29.
- (D) Nashville, September 15.
- (E) Nashville, October 13.
- (A) Union City, September 13.

## Texas:

- (A) Amarillo, September 27.
- (D) Amarillo, September 15.
- (E) Amarillo, October 13.
- (A) Austin, October 6.
- (D) Austin, September 15.
- (E) Austin, October 13.
- (A) Beaumont, September 13.
- (A) Brenham, September 13.



## Texas—Continued.

- (A) Brownsville, September 13.
- (D) Brownsville, September 15.
- (E) Brownsville, October 13.
- (A) Corpus Christi, September 13.
- (A) Corsicana, September 13.
- (A) Dallas, September 21.
- (D) Dallas, September 15.
- (E) Dallas, October 13.
- (A) Denison, September 13.
- (A) Eagle Pass, September 13.
- (A) El Paso, September 29.
- (D) El Paso, September 15.
- (E) El Paso, October 13.
- (A) Fort Worth, September 13.
- (A) Galveston, September 13.
- (A) Greenville, September 20.
- (A) Houston, October 8.
- (D) Houston, September 15.
- (E) Houston, October 13.
- (A) Laredo, October 2.
- (A) Lubbock, September 13.
- (D) Lubbock, September 15.
- (E) Lubbock, October 13.
- (A) Marshall, September 13.
- (D) Pecos, September 15.
- (E) Pecos, October 13.
- (A) San Angelo, September 13.
- (D) San Angelo, September 15.
- (E) San Angelo, October 13.
- (A) San Antonio, October 1.
- (D) San Antonio, September 15.
- (E) San Antonio, October 13.
- (A) Texarkana, September 13.
- (D) Texarkana, September 15.
- (E) Texarkana, October 13.
- (A) Tyler, September 18.
- (A) Waco, September 13.
- (D) Waco, September 15.
- (E) Waco, October 13.
- (A) Wichita Falls, September 24.
- (D) Wichita Falls, September 15.
- (E) Wichita Falls, October 13.

## Utah:

- (A) Logan, September 21.
- (D) Logan, September 15.
- (E) Logan, October 13.
- (A) Ogden, September 20.
- (A) Provo, September 13.
- (D) Provo, September 15.
- (E) Provo, October 13.
- (A) Salt Lake City, September 22.
- (D) Salt Lake City, September 15.
- (E) Salt Lake City, October 13.

## Vermont:

- (A) Burlington, October 12.
- (D) Burlington, September 15.
- (E) Burlington, October 13.
- (A) Montpelier, September 13.
- (D) Montpelier, September 15.
- (E) Montpelier, October 13.
- (A) Rutland, September 13.
- (D) Rutland, September 15.
- (E) Rutland, October 13.
- (A) St. Albans, October 13.
- (D) St. Albans, September 15.
- (E) St. Albans, October 13.
- (A) St. Johnsbury, October 15.
- (D) St. Johnsbury, September 15.
- (E) St. Johnsbury, October 13.
- (A) White River Junction, October 9.

## Virginia:

- (A) Abingdon, September 13.
- (D) Abingdon, September 15.
- (E) Abingdon, October 13.
- (B) Alexandria, October 5.
- (C) Alexandria, October 26.
- (D) Alexandria, September 15.
- (E) Alexandria, October 13.
- (A) Charlottesville, September 13.
- (D) Charlottesville, September 15.
- (E) Charlottesville, October 13.
- (A) Clifton Forge, September 13.
- (D) Clifton Forge, September 15.
- (E) Clifton Forge, October 13.
- (A) Harrisonburg, September 13.
- (A) Lynchburg, September 13.
- (D) Lynchburg, September 15.
- (E) Lynchburg, October 13.
- (A) Newport News, September 13.
- (A) Norfolk, September 13.
- (D) Norfolk, September 15.
- (E) Norfolk, October 13.
- (A) Richmond, September 13.
- (D) Richmond, September 15.
- (E) Richmond, October 13.
- (A) Roanoke, September 25.
- (D) Roanoke, September 15.
- (E) Roanoke, October 13.
- (D) Staunton, September 15.
- (E) Staunton, October 13.
- (D) Winchester, September 15.
- (E) Winchester, October 13.

## Washington:

- (D) Aberdeen, September 15.
- (E) Aberdeen, October 13.
- (A) Bellingham, September 13.
- (D) Bellingham, September 15.

## Washington—Continued.

- (E) Bellingham, October 13.
- (A) Blaine, September 13.
- (D) Centralia, September 15.
- (E) Centralia, October 13.
- (A) North Yakima, September 13.
- (D) North Yakima, September 15.
- (E) North Yakima, October 13.
- (A) Pasco, September 13.
- (D) Pasco, September 15.
- (E) Pasco, October 13.
- (D) Port Townsend, September 15.
- (E) Port Townsend, October 13.
- (D) Pullman, September 15.
- (E) Pullman, October 13.
- (D) Raymond, September 15.
- (E) Raymond, October 13.
- (B) Seattle, October 5.
- (C) Seattle, October 26.
- (D) Seattle, September 15.
- (E) Seattle, October 13.
- (A) Spokane, September 13.
- (D) Spokane, September 15.
- (E) Spokane, October 13.
- (A) Tacoma, September 13.
- (D) Tacoma, September 15.
- (E) Tacoma, October 13.
- (A) Vancouver, October 16.
- (D) Vancouver, September 15.
- (E) Vancouver, October 13.
- (A) Walla Walla, September 13.
- (D) Walla Walla, September 15.
- (E) Walla Walla, October 13.
- (A) Wenatchee, September 13.
- (D) Wenatchee, September 15.
- (E) Wenatchee, October 13.

## West Virginia:

- (A) Bluefield, September 23.
- (D) Bluefield, September 15.
- (E) Bluefield, October 13.
- (A) Charleston, September 13.
- (D) Charleston, September 15.
- (E) Charleston, October 13.
- (A) Clarksburg, September 13.
- (D) Elkins, September 15.
- (E) Elkins, October 13.
- (A) Fairmont, September 13.
- (D) Fairmont, September 15.
- (E) Fairmont, October 13.
- (A) Grafton, September 29.
- (A) Hinton, September 13.
- (D) Hinton, September 15.
- (E) Hinton, October 13.

## West Virginia—Continued.

- (A) Huntington, September 13.
- (D) Huntington, September 15.
- (E) Huntington, October 13.
- (A) Martinsburg, September 27.
- (D) Martinsburg, September 15.
- (E) Martinsburg, October 13.
- (D) Morgantown, September 15.
- (E) Morgantown, October 13.
- (A) Parkersburg, September 13.
- (D) Parkersburg, September 15.
- (E) Parkersburg, October 13.
- (A) Wheeling, September 30.
- (D) Wheeling, September 15.
- (E) Wheeling, October 13.

## Wisconsin:

- (D) Appleton, September 15.
- (E) Appleton, October 13.
- (D) Ashland, September 15.
- (E) Ashland, October 13.
- (A) Chippewa Falls, October 4.
- (D) Chippewa Falls, September 15.
- (E) Chippewa Falls, October 13.
- (A) Green Bay, October 8.
- (A) Janesville, October 12.
- (A) La Crosse, October 6.
- (D) La Crosse, September 15.
- (E) La Crosse, October 13.
- (A) Madison, October 11.
- (D) Madison, September 15.
- (E) Madison, October 13.
- (D) Marinette, September 15.
- (E) Marinette, October 13.
- (A) Milwaukee, October 13.
- (D) Milwaukee, September 15.
- (E) Milwaukee, October 13.
- (A) Oshkosh, October 9.
- (A) Superior, October 2.
- (D) Superior, September 15.
- (E) Superior, October 13.
- (A) Wausau, October 7.
- (D) Wausau, September 15.
- (E) Wausau, October 13.

## Wyoming:

- (D) Casper, September 15.
- (E) Casper, October 13.
- (A) Cheyenne, October 4.
- (D) Cheyenne, September 15.
- (E) Cheyenne, October 13.
- (A) Cody, September 13.
- (D) Cody, September 15.
- (E) Cody, October 13.

## Wyoming—Continued.

- (A) Evanston, September 13.
- (D) Evanston, September 15.
- (E) Evanston, October 13.
- (D) Laramie, September 15.
- (E) Laramie, October 13.
- (A) Rawlins, October 6.
- (D) Rawlins, September 15.

## Wyoming—Continued.

- (E) Rawlins, October 13.
- (A) Rock Springs, October 7.
- (D) Rock Springs, September 15.
- (E) Rock Springs, October 13.
- (A) Sheridan, October 1.
- (D) Sheridan, September 15.
- (E) Sheridan, October 13.

## **INSTRUCTIONS RELATIVE TO APPLICATIONS AND CONDITIONS OF EMPLOYMENT.**

**Sec. 3. How to proceed to secure an examination.**—Persons who wish to take any of the examinations described in this Manual should write direct to the United States Civil Service Commission, Washington, D. C., for application blanks and for any desired information which is not contained in the Manual. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and the commission. Any available information may be secured by writing to the commission, and attempts of applicants to secure unusual consideration or special action through the aid of prominent or presumably influential persons are useless and are discountenanced by the commission, which, under the civil-service law and rules, must treat all applicants with absolute impartiality.

In writing for application blanks or for information always state the name of the examination you desire. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C. If the application is received by the commission in sufficient time to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him admitting him to the examination. The admission card will be sent as soon as practicable after the receipt of the application by the commission and in ample time to admit the applicant to the examination. Letters concerning the nonreceipt of admission cards should not be sent to the commission unless there is reason to believe that the cards have miscarried in the mail.

The time of filing application sometimes determines the order of certification of eligibles, for the reason that when two or more eligibles have the same average the one whose application is filed in complete form first is first certified. Applications which have been returned to the applicants for correction should be completed and forwarded to the commission at once. (See sec. 289.)

The commission will close the receipt of applications for any examination when in its judgment a sufficient number have been received; applications should therefore be sent to the commission without delay.

A large number of communications are received by the commission in which the writers fail to give their full post-office addresses and in many cases do not sign the letters. Applicants should see that their names are plainly and correctly written and their post-office addresses, street and number, given in full. A number of applications fail to reach the commission on account of not having sufficient postage attached. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the commission.

All examination papers are shipped direct from the commission to the place of examination. Applicants for examination west of the Mississippi are therefore urged to forward their applications so as to reach the commission not less than 10 days, and for examinations east of the Mississippi not less than six days, prior to the date of the examination, so that arrangements may be made to examine them. This does not apply to examinations applications for which are required to be filed with the district secretaries.

**Sec. 4. Physical condition of applicants.**—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; seriously defec-

tive sight which can not be corrected by glasses; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Applicants who have heart disease must submit certificates from two physicians showing that the defect is fully compensated.

Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render them unfit to perform the duties of the position for which the examination is held.

Where an eligible who has a physical defect not sufficient to bar him from examination is certified for appointment, and objection is made by the appointing officer because of such defect, the commission will give further consideration to the case and will sustain such objection if it is found that the defect is a disqualification for the position for which certification was made; moreover, three names are submitted to the appointing officer for each vacancy, and persons with serious physical defects are rarely selected.

The medical certificate on an application blank need not be executed unless it is required, as shown in connection with the description of the examination in this Manual, in the published notice of the examination, or at the head of the medical certificate itself.

The President on April 7, 1909, issued the following order in regard to the admission of deaf-mutes to civil-service examinations:

"Deaf-mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf-mutes as they are reached in their order."

Form 1786, containing a list of examinations to which deaf-mutes will be admitted, will be sent upon request.

**Sec. 5. Persons who shall not be examined.**—No person is eligible to an examination—

- (a) Who is not a citizen of or does not owe allegiance to the United States.
- (b) Who is on the date of examination below the minimum or over the maximum age limitation prescribed for the examination for which he applies.
- (c) Who is physically disqualified for the service which he seeks. (See sec. 4.)
- (d) Who is addicted to the habitual use of intoxicating beverages to excess, or to the use of opium, morphine, or other narcotic drugs.
- (e) Who has within approximately one year passed in an examination for the same position or for any position covered by the same examination for which it is desired to again apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed.
- (f) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application from such a person would be accepted after that time would depend upon the circumstances of the case. The commission will decide each case upon its individual merits.
- (g) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.
- (h) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.
- (i) Who has been dishonorably discharged from the Army, the Navy, or the Marine Corps.

**Sec. 6. Each examination complete. Sample questions.**—Each examination is complete in itself and all subjects in an examination must be taken. No other sample questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, which will be furnished on request, contains sample questions of the railway mail clerk examination.

**Sec. 7. Examination of persons holding classified positions.**—A person holding a classified position will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment to the service until after three years from the date of appointment, with the following exceptions:

(a) The three-year limitation shall not apply to any person who has been appointed and who desires to be examined for the same position in another of the four branches of the service (Departmental, Field, Philippine, and Panama Canal).

(b) The three-year limitation shall not apply to any person who is to be dismissed from the service within the three years on account of necessary reduction of force, or whose services will cease with those of the officer by whom he was commissioned, and who has not been examined within approximately one year from the date of the examination to which such person seeks entrance.

(c) The three-year limitation shall not apply to any person who has been appointed from the typewriter examination and who desires to take the stenographer examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the typewriter register.

(d) The three-year limitation shall not apply to any person who has been appointed from the stenographer examination and who desires to take the typewriter examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the stenographer register.

(e) The three-year limitation shall not apply to any person who has been appointed to the position of clerk in the Post-Office Service and who desires to enter an examination for the position of carrier upon the establishment of city delivery service or experimental delivery service at his office.

(f) The three-year limitation shall not apply to a clerk or a carrier in the Post-Office Service who desires to enter an examination for assistant postmaster.

It is not necessary for a person to resign a Government position in order to take an examination for a position of a kind different from that occupied and of a kind different from that which resulted in appointment to the service.

**Sec. 8. Examination of persons holding unclassified positions in the Canal Zone.**—Any citizen of the United States in the employ of the Federal Government or the Panama Railroad Co. in the Canal Zone in an unclassified status will be permitted to take an examination for the apportioned Departmental Service in Washington, D. C., in his home State at such time as he may be in such State on vacation. If he passes the examination his name will be entered upon the appropriate register, together with those examined in the open competitive examination of the same kind nearest in point of time to the date of his examination. To avail himself of the privilege extended by this regulation, an employee affected thereby must duly file the necessary application with the United States Civil Service Commission, Washington, D. C., and in connection therewith establish domicile in the State claimed for at least one year immediately preceding, as required by the statute, but his employment by the Federal Government or the Panama Railroad Co. in the Canal Zone will be held not to vitiate his claim to domicile in the State in which he was actually domiciled immediately preceding such employment in the Canal Zone.

**Sec. 9. Examination of persons who are enlisted in the Army, the Navy, or the Marine Corps.**—The commission has discontinued the requirement that persons who are enlisted in the Army, the Navy, or the Marine Corps shall file with their applications for civil-service examinations permission to enter the examinations obtained from the Secretary of War or the Secretary of the Navy, respectively. Enlisted men will be admitted to examinations to which they are shown to be eligible; the question of their discharge if offered civil appointment will be determined by the military or naval authorities.

**Sec. 10. Instruction of applicants for civil-service examinations by Government employees.**—The President on October 13, 1905, issued the following order:

“No officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.”

On December 23, 1910, the President issued a similar order in regard to the instruction of applicants for the examinations held by the Department of State for the Diplomatic and Consular Services.

**Sec. 11. Applications in ink and English language.**—All applications must be in ink and in the English language.

**Sec. 12. Age limitations.**—When age limitations are prescribed an applicant will be admitted to examination if on the date of the examination he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years, he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. These limitations, however, do not apply to applicants allowed preference in appointment under section 1754, Revised Statutes. (See sec. 301, this Manual.)

**Sec. 13. Age of appointees.**—The average age of appointees is 28 years. Appointing officers as a rule select the younger eligibles certified when they are found to possess the necessary qualifications.

**Sec. 14. What applications accepted.**—No applications will be accepted for any examinations except those mentioned in section 1, unless otherwise stated under “Descriptions of examinations” or in special announcements. An application filed for one semiannual series of examinations or for a special examination will not be good for any other examination, whether the applicant be examined or not.

**Sec. 15. Dates of applications.**—An application which is dated, or the certificates or vouchers of which are dated, more than six months prior to its receipt by the commission will not be accepted.

**Sec. 16. Recommendations.**—No recommendations other than those called for by the commission will be considered.

**Sec. 17. Citizenship.**—All applicants must make oath in their applications to their United States citizenship or allegiance. In the case of a foreign-born citizen, citizenship must be fully proved in one of the following ways:

(a) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(b) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(c) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(d) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens that the husband (the name to correspond to that shown in marriage certificate) is a native citizen. Such affidavits should, if possible, show place and date of the husband's birth.

(e) If the applicant is the child of American citizens temporarily residing abroad at the time of applicant's birth, he must furnish affidavits of two disinterested citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (b) above.

(f) If the applicant has been honorably discharged from the Regular or Volunteer Army of the United States, and has resided at least one year in the United States, he may be admitted to citizenship upon filing petition with proper court, as provided by section 2166, Revised Statutes.

(g) If the applicant has been honorably discharged from the United States Navy after a service of five consecutive years, or from the United States Marine Corps after one enlistment, he may be admitted to citizenship upon filing petition with proper court, as provided by 28 Statutes at Large, page 124.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy should be procured from the court that issued them, or if the records of the court are destroyed a new certificate should be furnished.

Whenever a person has once furnished proof of citizenship with an application to the commission, it is not necessary to file such proof again, but in subsequent applications he should state the kind, date, and place of examination in connection with which proof of citizenship was submitted.

**Sec. 18. Residence.**—Every applicant must make oath in his application to the place of his actual bona fide residence, which must be shown continuously to the exact date of the application, and for the apportioned Departmental Service at Washington, D. C., his statement must be corroborated by the officer's certificate, as required on the application blank. In the case of persons already holding permanent places in the apportioned service in the executive departments at Washington the county officer's certificate is not required. Such persons should show on their applications, opposite the county officer's certificate, that they are so employed. The county officer's certificate is not required of applicants for positions in any branch of the service outside of Washington, D. C.

Each applicant for examination for a position in the apportioned Departmental Service at Washington, D. C., must attach a 10-cent revenue stamp to the county officer's certificate of his application.

An act of Congress provides that all examinations of applicants for positions in the Government service from any State or Territory shall be had in the State or Territory in which such applicants reside, and that no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination. In an opinion the Attorney General held that this provision applied only to the apportioned Departmental Service in Washington, D. C. Persons in the apportioned Departmental Service, whose appointments are charged to the apportionment of the States in which they claim bona fide residence, may be examined at any place at which the examination desired by them is held, regardless of their residence. All



other persons desiring appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the States of which they are residents.

The commission can not determine for any applicant the place of his or her actual bona fide residence and actual domicile, but will decide in each case whether the evidence presented establishes the claim to such residence and domicile as required by the statute.

Applicants for the Field, Panama Canal, and Philippine Services may be examined at any place at which the examination is held, regardless of their residence.

A woman separated from her husband may, for the purpose of filing an application for examination, claim residence other than that of her husband, but she must furnish a sworn statement, on Form 1643, of the facts on which her claim to separate residence is based. The commission will decide in each case whether the evidence presented establishes the claim.

The residence of minors is the same as that of the parents or guardians.

**Sec. 19. Applicant for more than one examination.**—A person may at the same time be an applicant for as many different examinations mentioned in section 1 as desired upon filing the proper applications therefor, provided that only one kind of examination may be taken on a given date unless otherwise stated under "Descriptions of examinations." Where more than one examination held during the same series is desired, only one application, *duly executed*, will be required for one of the examinations, and a *copy* of the duly executed application may be filed for each of the other examinations desired requiring the same form of application. Such copy must include the jurat, vouchers, and other executed parts of the original application, must be in the handwriting of the applicant and be accompanied by a statement showing the kind, date, and place of the examination for which the original is filed. Copies can not be made after filing the original. Should it be desired to take examinations held during different semiannual series, or special examinations held on different dates, a separate application, duly executed and in complete form, will be required for each examination. Whenever an original application is required for an examination it must be complete in every particular.

A person may take as many different examinations held by the commission as he wishes, provided he meets the requirements in each case, and as a result of such examinations he may at the same time be eligible for appointment to several positions in different branches of the service.

**Sec. 20. To change place, date, or kind of examination.**—A person who has applied for an examination mentioned in section 1, and who desires to change the place and date given in his application to any other scheduled place and date (in the State of which he is a bona fide resident) mentioned in section 2, may have such change made upon written request. No arrangements can be made to give an examination on a date or at a place other than as scheduled.

A person who has filed an application for an examination mentioned in section 1, and who afterwards desires to change the application for another kind of examination mentioned in the same section and to which he is eligible, may have such change made upon written request, provided the application form required for the examination first requested is the same form required for the examination to which the change is desired to be made.

All requests for changes must be received by the commission in sufficient time to arrange for the examination desired.

No applicant for examination will be allowed to change the designation of the position for which he applies after the date of the examination.

**Sec. 21. Applications which are disapproved.**—All applications which show the applicants to be ineligible for the examinations which they seek will be disapproved and retained in the files of the commission. An applicant is ineligible for an exami-

nation unless he meets all the requirements of that examination, as shown in this Manual, in the published notice of examination, or in the application blank.

**Sec. 22. Applications part of commission's records.**—Applications and all examination papers of competitors form part of the official records of the commission, and can not be returned to the applicants or competitors. Exhibits consisting of photographs, drawings, specimens of work, publications, or other material of a similar nature required in connection with certain examinations will be returned to competitors who are ineligible, to eligibles upon the expiration of the term of eligibility, and to appointees, upon request. Eligibles should not request the return of such material until the expiration of the term of eligibility, or until appointment is received.

**Sec. 23. What applicants should bring to examination room.**—Applicants must provide themselves in all examinations with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants for draftsman examinations will be allowed to bring tracing paper when so specified in the description of examination in this Manual or in the special announcement of examination, and applicants for the stenographer examination who intend to record the dictation exercises by means of mechanical devices may bring paper required for use with such devices. Five-place logarithmic tables will be furnished in all examinations where logarithmic tables are required. Handbooks and books of reference are not permitted in examinations unless specifically so stated on the examination sheets. Applicants for the bookkeeper, draftsman, or other examinations requiring the use of implements, must furnish such implements for use in the examination room. Applicants for the typewriter or the stenographer and typewriter examination must provide typewriting machines and stands or tables. Typewriting machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

Competitors in stenographer and typewriter examinations at Washington, D. C., may make arrangements to have their typewriting machines and tables removed from the examination room between the hours of 1 and 4.30 on the day of the examination.

**Sec. 24. Caution against haste and carelessness.**—Many applicants fail to properly execute their applications, or fail in the examinations, not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. Great care should be exercised in completing the application to see that every requirement has been fully complied with. In the examinations, while competitors must complete their work within a prescribed time, it is ample for the careful consideration of every question given. Applicants should be careful to see whether any questions are printed on the back of the examination sheet.

**Sec. 25. False statement in application.**—Under section 28 of the Criminal Code of the United States, any false statement in an application, alteration of a voucher or certificate, or the presentation to the commission of any such paper, is a violation of the law. A number of persons guilty under the statute mentioned have been convicted. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statute.

**Sec. 26. Reexamination.**—A person who passes in an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, whether or not the competitor has been three times certified. This does not apply to a person who has been examined for one of the four general branches of the service (Field, Panama Canal, Philippine, and Departmental) and who desires examination for another of those branches. (See sec. 19.) A person who has been notified of failure

to pass in an examination may enter the next examination when held. A new application, filed in due time, is required in all cases of reexamination.

Reexamination for reasons other than those mentioned in the foregoing paragraph will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice.

When an eligible is again examined for the same register, an eligible average percentage attained in the reexamination will cancel the former eligibility. If an eligible average percentage is not attained in the reexamination the former eligibility will not be affected. Reexamination will not be allowed during the same series of examinations as that of the original examination.

A person who is not eligible as both stenographer and typewriter, but whose name is on either register for the Departmental or Field Service, may be again examined in the subjects of the other examination upon filing a new application, on any of the dates or at any of the places in the schedule, subject to the limitations as to residence and domicile indicated in section 18 if the examination is for the Departmental Service. (See secs. 7 and 248.)

Occasionally examinations are held especially to fill temporary vacancies in stenographer and typewriter positions in the Departmental Service at Washington, D. C. A person examined for a permanent stenographer and typewriter position can not be examined within approximately one year for temporary appointment unless he has been notified of his failure in the examination for permanent appointment, because, if he so requests, he may become eligible for either permanent or temporary appointment as a result of the examination for permanent appointment. A person examined for a temporary stenographer and typewriter position may be examined for permanent appointment at any examination held. A second examination for temporary appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for temporary appointment, and a second examination for permanent appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for permanent appointment.

Persons who contemplate taking examinations for temporary employment in the District of Columbia, or whose names are on eligible registers for such employment, are referred to section 290, relating to extension of eligibility for temporary appointment.

In case of reexamination, all subjects of the examination must be taken.

**Sec. 27. Transfer.**—The initiative in a transfer rests with the head of the department to which transfer is sought, and the authority of the commission is limited to determining the eligibility of the person for transfer upon the receipt of a requisition from the head of the department. The commission does not keep any register of persons eligible for transfer, and can not undertake to express an opinion in regard to the eligibility of any person for transfer, or to state whether an examination will be required, until it is in possession of all the facts in the case, presented by the head of the department. A person already in the service may take an open competitive examination for original appointment to any other position than the one he is occupying, and of a kind different from that which resulted in his appointment to the service, on the same basis as one outside of the service.

The legislative, executive, and judicial appropriation act, approved June 22, 1906, provides that it shall not be lawful thereafter for any clerk or other employee in the classified service in any of the executive departments to be transferred from one department to another department until such clerk or other employee shall have served for a term of three years in the department from which he desires to be transferred.

**Sec. 28. Reinstatement.**—Reinstatement is not a right given to the applicant, but is merely one of the ways by which an appointing officer may fill a vacancy.

The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for the certificate; but this limitation does not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an army nurse of either war.

The initiative in reinstatement rests with the head of the department in which the person formerly served, and the authority of the commission is limited to determining the eligibility of the person for reinstatement upon receipt of requisition for the reinstatement from the head of the department. Therefore no register of persons eligible for reinstatement is kept. A person seeking reinstatement should address his request through proper channels to the head of the department from which he was separated. The commission can not undertake to express an opinion in regard to the eligibility of any person for reinstatement, or to state whether an examination will be necessary, until it is in possession of all the facts in the case, presented through the head of the department.

**Sec. 29. Removal and reduction.**—Civil Service Rule XII is as follows:

1. Section 6 of the act of August 24, 1912 (37 Stat., 555), provides "That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notices of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: \* \* \* ."

2. In making removals or reductions, and in other punishment, like penalties shall be imposed for like offenses, and no discrimination shall be exercised for political or religious reasons.

3. Pending action under section 1 of this rule, or for disciplinary reasons, a person may be suspended for a period not to exceed ninety days, but the reasons for such suspension shall at the time of the suspension be filed in the records of the proper department or office and copies shall be furnished the commission upon request. The period of suspension may be extended beyond ninety days with the prior consent of the commission.

4. The commission shall have no jurisdiction to review the findings of a removing officer upon the reasons and answer provided for in section 1 of this rule, nor shall the commission have authority to investigate any removal or reduction, unless it is alleged, with offer of proof, that the procedure required by section 1 of this rule has not been followed or that the removal was made for political or religious reasons.

**Sec. 30. Political assessments and political activity.**—Provisions of the Criminal Code prohibit the solicitation or receipt of political contributions by one officer or employee from another officer or employee, the payment of political contributions by one officer or employee to another, the solicitation or receipt of political contri-

butions in Federal buildings, and discrimination on account of political contributions. Provisions of the civil-service rules forbid activity in political management or political campaigns by competitive employees, political discrimination, and political coercion. Form 1236, "Information concerning political assessments and partisan activity of Federal officeholders and employees," may be obtained from the commission upon request.

**Sec. 31. Working hours, leave of absence, sick leave.**—The law requires of all clerks and other employees of whatever grade or class in the executive departments at Washington, D. C., not less than seven hours of labor each day except Sundays and days declared public holidays by law or Executive order. These hours, now fixed at from 9 a. m. to 4.30 p. m. (including one-half hour for lunch at midday), may be extended by the head of an office if in his judgment the public business demands such action. Overtime is without extra compensation. Thirty days' annual leave, and in meritorious cases thirty days' sick leave, with pay, are allowed in the discretion of the head of a department. Inquiries relative to the duties of various positions, salaries, etc., should be made of the head of the department or office in which employment is desired, unless such information is contained in the printed matter furnished by the commission.

**Sec. 32. Two or more members of family in public service.**—The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the service.

A person shown by his application to have not more than one member of his family employed in the service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the commission when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

**Sec. 33. Entrance salaries and conditions of employment at Indian schools.**—The employees at Indian schools appointed from the eligible registers of the commission usually comprise the following: Physician, teacher, manual-training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, farmer, shoemaker, carpenter or general mechanic, tailor, engineer, and such other special employees as may be designated.

The object of the schools is to prepare the Indian youth for the duties, privileges, and responsibilities of American citizenship by training them in the industrial arts and developing their moral and intellectual faculties. The conditions of life at these schools differ from ordinary school or home life in that most of the schools are located at points remote from large cities, although usually within reasonable distance from the smaller towns. For this reason employees must look to themselves and to their co-workers for the means of recreation, but the Indian Office cooperates with employees in every way possible to provide means for social pleasure. Employees are desired who are interested in their work and who are willing to devote their whole time to the duties of their positions, and when emergencies arise to cheerfully render such services as may be required in addition to

the duties usually attached to their positions. The duties include instruction in the particular line of work upon which the employee is engaged.

The usual entrance salaries are as follows: Physician, \$1,000 to \$1,200 a year; teacher (boarding school), \$540 to \$600 a year; manual-training teacher, \$600 a year; matron or seamstress, \$480 to \$600 a year; field matron, \$600 to \$720 a year; nurse, \$720 a year and laundry of uniform; farmer or industrial teacher, \$720 to \$900 a year, and promotion to \$1,500 will be possible where the appointee possesses the peculiar kind of ability which the Indian Service is seeking; cook or baker, \$500 a year; laundress, \$500 a year; shoemaker, \$600 a year; carpenter or general mechanic, \$660 to \$840 a year; tailor, \$600 to \$720 a year; engineer, \$600 to \$900 a year. The higher-salaried positions are usually filled by promotion.

Day-school teachers are usually paid \$72 a month for ten months in the year, although at a few of the schools the entrance salary is \$60 a month for ten months in the year. At the day schools a housekeeper is also appointed at \$30 a month for ten months in the year, who may be the wife of the teacher.

There is excellent opportunity for appointment to the positions of cook, laundress, teacher, nurse (female), and steam engineer, as the supply of eligibles for these positions is not usually equal to the demand. The opportunity for appointment of farmers having a knowledge of irrigation is especially good.

Each applicant is required to furnish with his application a medical certificate showing him to be in good health and free from tuberculosis in any and every form.

**The Bureau of Indian Affairs regards the use of intoxicants by its employees, even in moderation, as an evil influence and not to be tolerated.**

No person will be appointed in the Indian Service who is unable to speak the English language.

Quarters are usually provided for the employees and are assigned by the superintendent of the school, but at some of the schools the accommodations are limited and two or more persons must occupy one room, so that employees with families may be required to content themselves with space accordingly. Some of the day schools are not located at the headquarters of the agency, and in these quarters may be provided for the teacher.

At each boarding school there is a common "mess" for all employees, the cost of which to each employee ranges, at the different schools, from \$10 to \$15 a month. It will thus be seen that while the entrance salaries for positions in the Indian School Service are somewhat less than salaries paid for like positions elsewhere, the cost of living is considerably less, so that the actual compensation is greater than that indicated by the entrance salaries attached to the positions.

Leave of absence with pay may be granted in the discretion of the Commissioner of Indian Affairs, not to exceed 30 days in any calendar year, and is usually granted during the school vacation.

The minimum age limitation for dairyman, farmer, gardener, physician, and industrial teacher (male) is 21 years; for housekeeper, matron, and seamstress, 24 years; for field matron and industrial teacher (female), 25 years; for bookkeeper, clerk, stenographer and typewriter, 18 years; for all other positions, 20 years. The maximum age limitation, unless otherwise stated under description of examination, is 50 years.

Appointees will be required to pay their own traveling expenses to the places where they are to be employed, and the salary begins on the day an employee enters upon duty at the school. The department can not advance money to pay the expenses of an appointee to his place of employment.

The duties of employees in the Indian School Service are of such a character as to require perfect physical health. No applicant who is encumbered with the care of infants or invalids, or is in any way hampered in giving to the Government his full time and best service, should enter the Indian Service.

The Indian Office prefers not to appoint persons who have children or other dependents who would have to live with them at the agency or school, although

at some schools there are sufficient quarters to accommodate children of employees, and such applicants for appointment who will find it necessary to have families with them at the school will be assigned to these places, provided it appears that the children will not hinder the employee in the performance of his duties. Each applicant must attach to his application a statement showing the number in his family and the number that will require accommodations at the Indian school or agency in case the applicant receives appointment. Vacancies in mechanical trades positions will be filled from the registers established for the Departmental Service. For information relating to clerical positions application should be made to the district secretary of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 34. Information concerning conditions of employment in the competitive classified service at the Panama Canal.**—Persons examined for positions in the Panama Canal Service will not be eligible for appointment, as a result of such examination, to positions in the United States or in the Philippine Service. New appointees are furnished free steamship transportation and usually sail from New York City, but under certain conditions may sail from New Orleans or San Francisco. They must pay their own railroad fare to the port of sailing. A reasonable charge is made for bachelor quarters, as well as for family quarters. New appointees are not permitted to take their families with them at once to the Canal Zone on account of the scarcity of family quarters. Meals can be obtained at the Government hotels at 30 cents each, but at some hotels meals are served *a la carte*.

**POSITIONS IN THE CANAL ZONE.**—The following-named positions in the Panama Canal Service must be filled through competitive civil-service examination: Clerk (all kinds, including timekeeper and bookkeeper), stenographer, typewriter, surgeon, physician, trained nurse, and draftsman. All inquiries concerning examinations for these positions should be addressed to the "U. S. Civil Service Commission, Washington, D. C." Inquiries respecting positions other than the above named in the Panama Canal Service should be addressed to the "Chief of Office, The Panama Canal, Washington, D. C." Persons residing in the Canal Zone may obtain information concerning civil-service positions by addressing the "Secretary, Board of Civil-Service Examiners, Balboa Heights, Canal Zone."

**SALARIES.**—The usual entrance salary for stenographers and typewriters in the Canal Zone is \$125 a month; for clerks, \$100 a month; for physicians, \$150 a month; for female nurses, \$65 a month with subsistence and laundry of uniforms; for male nurses, \$90 a month; and for draftsmen, \$125 a month and upward, according to experience and capacity. The higher grade positions are usually filled through promotion.

**AGE LIMITS.**—The age limits for all positions in the Panama Canal Service subject to civil-service examination are 20 and 45 years, except trained nurse, the limits for which are 20 and 40 years, and physician, the limits for which are 22 and 30 years.

**MEDICAL EXAMINATION AND MEDICAL ATTENDANCE.**—The medical certificate is required in applications for this service. Free medical and hospital attendance in cases of illness or injury are provided within limitations prescribed by executive order. In view of this fact, all appointees to this service are required to be physically sound and in good health. After appointment has been issued and before being permitted to sail for the Canal Zone, appointees must undergo a final rigid physical examination by an official medical examiner in the employ of The Panama Canal, who will be designated in the appointment papers. There will be no charge for this examination, but the appointee must pay his fare to the place of examination. The official medical examiners of The Panama Canal are located at the ports of departure and in a number of the large cities throughout the United States. Such diseases as rupture in any form; weak lungs or heart; venereal disease of any kind; aggravated varicocele, varicose veins, or piles; epilepsy; chronic alcoholism; deformed limbs; loss of fingers; defective eyesight or hearing (especially in cases of pilots and railroad men), and other serious bodily defects, will be grounds for rejection. Persons wearing a truss to protect a rupture will be rejected. Persons who have slight defects in eye-

sight corrected by glasses should wear their glasses when presenting themselves for physical examination.

**LEAVE OF ABSENCE.**—Within limitations prescribed by executive order, 24 days' annual leave with full pay will be allowed each employee for each year after entry into service, which annual leave is not cumulative; also 30 days' cumulative leave with full pay will be allowed each employee paid on a monthly or annual basis, which may be accumulated for a period not exceeding 3 years; also 7 days' travel leave with full pay when on cumulative leave, for the purpose of traveling to points outside the Tropics, approximately once a year. Not more than 90 days' leave with pay may be granted at one time.

**TRANSPORTATION.**—Employees on leave of absence desiring to visit the United States will be granted the Government rate of transportation on steamers of the Panama Railroad Steamship Line, plying between the Canal Zone and New York, which at present is \$30 for each adult. This rate also applies to members of the immediate families of employees when they proceed to the Canal Zone after arrangements for family quarters have been made, or when they return from the Canal Zone. Proportionate rates are made for children. Special transportation rates are also arranged via New Orleans and San Francisco.

**ASSIGNMENT OF DUTIES.**—Appointees are expected to perform such duties as may be determined by the head of the department to which assigned upon arrival at the Canal Zone, and services must be satisfactory to the head of such department. Persons offered appointment will be expected to sail on short notice.

**GENERAL INFORMATION.**—The Washington office of The Panama Canal issues a manual of information concerning employments for the Panama Canal Service (Form 151), containing full details on this subject. This manual will be sent upon request by addressing the "Chief of Office, The Panama Canal, Washington, D. C."

**Sec. 35. Information relative to employment in the Philippine civil service.**

**AGE LIMITS.**—The age limits for the civil service of the Philippine Islands are 20 and 40 years, unless otherwise expressly stated under description of examination.

**MEDICAL EXAMINATION REQUIRED.**—The medical certificate in Form 2 must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. The medical officer should indicate his rank or official designation on such certificate. When it is impracticable by reason of the applicant's distance from a Government physician or a pension-examining surgeon to have the certificate executed by such a physician, it may be executed by any reputable physician. Such a person may be required to undergo another physical examination in case of appointment. *This certificate must not be executed by the family physician of the applicant.*

**TRANSFERS.**—Under the Federal civil-service rules, employees who have regularly served for three years in the Philippine civil service are eligible for transfer to similar positions in the Federal service. A person separated after three years' service without delinquency or misconduct may be reinstated for purpose of transfer, if no objection is raised by the Philippine authorities, at any time during his eligibility for reinstatement.

**CLOTHING.**—Americans usually dress in white drill suits. Those who go to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in that climate. Serviceable white cotton drill suits are made to order in Manila for about \$3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

**MEDICAL ATTENDANCE.**—At present medical attendance is furnished to employees in Manila without cost. A civil hospital has been established in Manila, to the



first-class wards of which civil-service employees are admitted at a charge of \$1.50 a day, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay \$3 a day for room without bath and \$5 for room with bath.

**LEAVE OF ABSENCE.**—1. Regularly and permanently appointed officers and employees (excepting teachers), after at least two years' continuous, faithful, and satisfactory service, are granted—subject to the necessities of the public service—accrued leave of absence with full pay, inclusive of Sundays and legal holidays, for each year of service in accordance with the following schedule: Annual salary \$600 to \$900 with board and quarters, or annual salary of from \$900 to \$1,800, 30 days; annual salary \$1,800 or more, 35 days. Leave accrues while on duly authorized leave. 2. Persons in the teaching service shall not be granted leave in accordance with the foregoing schedule, but in lieu may be granted leave on full pay during vacation periods. 3. An employee who has served three years or more may be granted permission to visit the United States, entitling him to half pay for 60 days in addition to the period of leave granted.

In addition to the leave mentioned, an employee, other than a teacher, who has served six months or longer and receives a salary less than \$1,000, may be granted 21 days' vacation leave, and an employee receiving \$1,000 or more, or a trained nurse, may be granted 28 days' vacation leave, such leave being in lieu of "sick leave." Absence of teachers, due to sickness, may be offset by their remaining on duty for an equal period during vacations.

**CONTRACT AND TRANSPORTATION.**—A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, 10 per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

There is no provision for the allowance of return transportation.

He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the islands: *Provided*, That he proceed directly to the islands; otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Governor General or proper head of a department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

**MISCELLANEOUS INFORMATION.**—Whenever practicable, stenographic and other clerical positions are filled by the appointment of qualified Filipinos. No examinations are held and no appointments are made in the United States to fill ordinary clerical positions in the post office, customhouse, and internal-revenue services and

in trades positions in the Philippines. Thus far no difficulty has been experienced in filling such positions through the appointment of Filipinos and of Americans residing in the Philippine Islands. It is useless for persons in the United States to seek appointment to positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with special qualifications such as those of a stenographer and typewriter, agricultural inspector, forester, etc.

Examinations for trades positions in the Bureau of Printing of the Government of the Philippine Islands are held only as the needs of the service require. This service requires men of all-round proficiency. They are designated "craftsmen instructors," and must possess ability to instruct Filipinos in all the specialties of the various trades, and besides must have executive ability. Only exceptionally well qualified men will be considered.

Applications for information concerning examinations for the Philippine Service should be addressed to the Civil Service Commission, Washington, D. C.

After a person has passed an examination for the Philippine Service, all correspondence relating to the question of his appointment to that service should be addressed to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C. All such persons should keep that bureau advised as to any changes occurring in their post-office and telegraphic addresses.

**Sec. 36. Civil-service districts.**—The commission has established twelve civil-service districts for convenience in holding examinations and making certifications for filling vacancies occurring in certain field positions, which comprise—

(a) Positions in classified post offices (except that of rural carrier, see sec. 236), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, Navy-Yard Service, and Custodian Service.

(b) The following positions in all field branches except the Quartermaster Corps (including the Forest, Immigration, Indian, Lighthouse, Public Health, and Steamboat-Inspection Services; the Engineer and Ordnance Departments at large; the Weather Bureau; and the Bureaus of Animal Industry, Mines, and Standards, etc.):

Bookkeeper.  
Clerical.  
Minor clerical.  
Subclerical.  
Stenographer.  
Typewriter.  
Stenographer and typewriter.  
Telephone operator.

Elevator conductor.  
Messenger boy.  
Mechanical trades and similar noneducational positions (except Indian Service and other services for which regulations provide otherwise).  
Unskilled laborer (where labor regulations are in force).

(c) The following positions in certain field branches of the service:

Field clerk and mechanical draftsman, Reclamation Service.  
Forest clerk and computing clerk, Forest Service.  
Laboratory helper and junior aid, Forest Products Laboratory, Madison, Wis.  
Junior laboratory helper, Bureau of Standards.  
Matron, matron-interpreter, messenger-interpreter, and guard, Immigration Service.  
Wireman and mechanical draftsman, Bureau of Mines.  
Packer, Indian warehouses.  
Law clerk-stenographer-typewriter, Department of Justice.

Book sewer, U. S. Military Academy.  
Mechanician, Medical Supply Depots.  
Mechanical draftsman, apprentice draftsman, and apprentice, Ordnance Department at large.  
Minor or copyist draftsman, and apprentice draftsman, Engineer Department at large.

In the Quartermaster Corps: Messenger, stenographer, watchman, and the following noneducational positions: Positions in the harbor-boat service, engineer, forester, gardener, janitor, packer (at depots), rodman, warehouseman, and wheelwright.

Additional positions may be included in the district system when such action is deemed practicable and desirable.

Each district is in charge of a district secretary, who announces and holds examinations and establishes eligible registers for the positions enumerated above.

Information in regard to examinations for any of the services or positions mentioned in this section may be secured by addressing the secretary of the board of examiners at the headquarters of the civil-service district in which employment is desired. The location of each headquarters is shown below.

The districts are as follows:

*First district.*—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

*Second district.*—Headquarters, New York, N. Y.: New York, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union in the State of New Jersey.

*Third district.*—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren in the State of New Jersey.

*Fourth district.*—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

*Fifth district.*—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

*Sixth district.*—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

*Seventh district.*—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, Dekalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford in the State of Illinois.

*Eighth district.*—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

*Ninth district.*—Headquarters, St. Louis, Mo.: Kansas, Missouri, Oklahoma, Arkansas, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

*Tenth district.*—Headquarters, New Orleans, La.: Louisiana and Texas.

*Eleventh district.*—Headquarters, Seattle, Wash.: Wyoming, Montana, Oregon, Idaho, Washington, and Alaska.

*Twelfth district.*—Headquarters, San Francisco, Cal.: California, Nevada, Colorado, New Mexico, Arizona, and Utah.

The Commission is represented in Alaska by the Secretary, Board of Civil-Service Examiners, Customhouse, Juneau; in Hawaii, by the Secretary, Board of Civil-Service Examiners, Customhouse, Honolulu; in Porto Rico, by the Chairman, Porto Rican Civil Service Commission, San Juan; in the Canal Zone, by the Secretary, Board of Civil-Service Examiners, Balboa Heights; in the Philippine Islands, by the Director of Civil Service, Manila.

## DESCRIPTIONS OF EXAMINATIONS.

**NOTE.**—Specimen questions of examinations are not given in this Manual except in connection with the grade subjects and the bookkeeper, stenographer, and typewriter examinations. In lieu of specimen questions heretofore printed of other examinations, especially technical ones, brief but definite descriptions are given, as far as practicable, of the scope of the different subjects. It is believed that these descriptions will furnish more satisfactory information relative to the character of the examinations than the former method of printing specimen questions, which, it was found in many cases, were misconstrued by applicants, who endeavored to make preparation for examinations along the limited lines of the particular questions furnished without regard to the general scope covered by the subjects of the examinations. No sample examination sheets or other specimen questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, containing sample questions of the railway mail clerk examination, will be furnished on request.

**Sec. 37. Preliminary instructions to competitors.**—At the beginning of every examination each competitor is given a preliminary sheet containing the following instructions. Other special instructions may be included. All instructions should be carefully read and followed.

“Fill out the blanks at the top of this sheet and all other sheets as they are issued to you. Read the instructions at the top of each sheet. Perform all work on these sheets in ink. Spoiled sheets will not be exchanged for new ones. See that you receive all the subjects mentioned below in their regular order.

“Your time is reckoned from the moment you receive the first numbered sheet. No allowance is made for time lost while out of the room. Do not leave the room without the permission of the examiner. Should you leave the room while working on a sheet, it will be taken up and not reissued to you. You are not limited to time on any sheet, unless specified on the sheet.

“Pencil may be used for preliminary work only on the scratch paper furnished by the examiner. When you are through with the scratch paper return it to the examiner.

“Examiners are forbidden to explain the meaning of, or to make remarks relating to, a question that may in any way assist in its solution. Necessary explanations will be made to the whole class.

“*You are forbidden* to communicate with, give to or receive aid from, a fellow competitor, and to use helps in any form. Before the examination hand to the examiner any helps that you may have. Evidences of copying or collusion may result in the cancellation of your papers and your debarment from future examinations. Copies of the questions are not to be made or taken from the examination room.

“Do not fail to answer questions on back of this sheet after all other sheets have been completed.”

**Sec. 38. Grade subjects.**—The general scholastic subjects of many examinations, such as spelling, arithmetic, letter writing, and copying, are of three grades or degrees of difficulty, known as first, second, and third grades, the first grade being the most difficult and the third grade the least difficult. These subjects are designated under the different examinations as “grade subjects.” In the descriptions of examinations comprising any of these subjects reference will be made to the particular grade of the subject comprised.

A description of the subjects of the grade examinations will be found in sections 40, 41, and 42.

**Sec. 39. Relative weights and method of determining average percentage.**—The different subjects in each examination are given relative weights according to their importance. These weights represent the value of each subject in the whole examination. The method of obtaining the average percentage of an examination is as follows: Multiply the rating obtained in each subject by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage for that examination.

**Sec. 40. First-grade subjects.**—1. **SPELLING:** Twenty words of more than average difficulty. 2. **ARITHMETIC:** Fundamental rules, fractions, percentage, interest, discount, analysis, and statement of simple accounts. 3. **PENMANSHIP:** Rated on legibility, rapidity, neatness, and general appearance. 4. **REPORT WRITING:** Test in writing in letter form, not more than 200 words in length, an orderly, concise, and grammatical statement of the essential facts included in a given statement of 400 or 500 words. 5. **COPYING AND CORRECTING MANUSCRIPT:** Test in making a smooth, corrected copy of a draft of manuscript which includes erasures, misspelled words, errors in syntax, etc. 6. **GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.**

The following questions and tests, which have been used, indicate the general character of these subjects:

**Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition as printed below. The competitor is required to write only the word and not its definition.

**Cylinder:** A long, round body. **Promissory:** Containing a promise; as, a promissory note. **Essential:** Necessary or indispensable. **Discernible:** Apparent or visible. **Opportunity:** A fit or convenient time. **Deceitful:** False or tricky. **Deference:** Respect or regard. **Insertion:** The act of placing in; as, the insertion of an advertisement. **Facilitate:** To make easy; as, to facilitate business. **Schenectady:** A city of the United States. **Adjacent:** Lying near or bordering on. **Souvenir:** A token of remembrance. **Conceding:** Yielding or giving up; as, conceding a point. **Lineage:** Line of descent or ancestry; as, of royal lineage. **Deleterious:** Harmful or injurious; as, deleterious to health. **Horizontal:** On a level. **Patrimony:** An estate inherited from one's father. **Certificate:** A written testimony; as, a marriage certificate. **Reservoir:** A place of storage; as, a water reservoir. **Privilege:** A right; as, the privilege of voting.

**Arithmetic.**—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. This question comprises a test in adding numbers crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added. 2. Multiply  $3\frac{1}{4}$  by 20.78, divide the product by 6.91 and to the quotient add the difference between  $7\frac{1}{2}$  and  $98\frac{1}{10}$ . Change all common fractions to decimals and solve by decimals. 3. New Brunswick has 66,224 pupils enrolled in her elementary schools out of a population of 397,344. Saskatchewan has 36,225 pupils enrolled out of a population of 289,800. If the same per cent of the population were enrolled in Saskatchewan that is enrolled in New Brunswick, would Saskatchewan have to increase or decrease her present enrollment, and by how many per cent of the present enrollment? 4. A public square is surrounded by a walk which contains an area of 1 acre and is 2 rods wide, the walk being entirely outside of the square. What is the area of the square? 1 acre = 160 square rods. 5. Make an itemized statement of the following account as it should appear taken from the books of Vogel & Son; make a proper heading; close the account; and bring down the balance as it should have appeared June 1, 1911: During the month of May, 1911, Vogel & Son had the following transactions with Benton Van Riper: May 1, he owed them on account \$59.80. May 2, he gave them his note due in 10 months for \$42, receiving credit for its present worth, \$40. May 4, he sold them 648 pounds pork at  $12\frac{1}{2}$  cents per pound. May 5, he bought of them 216 bushels wheat at  $97\frac{1}{2}$  cents per bushel. May 22, he sold them 75,860 bricks at \$9.40 per thousand. May 16, he transferred to them by indorsement a note given him by John Doe, face of note \$900; accrued interest to date, \$36. May 23, he bought of them 880 pounds pork at  $12\frac{1}{2}$  cents per pound, agreeing to pay freight also at  $16\frac{1}{2}$  cents per 100 pounds, the freight to be prepaid by them. May 31, they sold him 14,560 pounds coal at \$6.90 per ton of 2,240 pounds.

**Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fourth subject—report writing. No particular style of penmanship is preferred.

**Report writing.**—In this exercise the competitor is given a loose statement of facts, 400 to 500 words in length, which he is to summarize and arrange into an orderly, concise, and grammatical statement of the essential facts, consisting of not more than 200 words.

This exercise is designed to test the competitor's knowledge of simple English composition and his general intelligence. In rating the report, its errors of form and address, spelling, capitalization, punctuation, syntax, and style, and the arrangement, conciseness, and completeness of the report are considered.

*Copying and correcting manuscript.*—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

*Directions to the competitor:* Write a corrected copy of the manuscript herewith. Correct all errors in syntax, spelling, punctuation, and capitalization, write in full abbreviated words, etc., as indicated. Do not change or paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.

One of the best and cheerfull signs of Amer. interest in matters other than purely material is the <sup>rapid</sup> ~~great~~ increase of commercial buildings, which are artistic. Hotels ~~and~~ <sup>hotels</sup> ~~are~~ are more lavishly beautified than ordinary business buildings, but this is as it shall be, since hotels are only the homes that many persons have. Business structures, however, are receiving more & more attention, being now decorated to a <sup>extent</sup> ~~degree~~ which seemed absurdly wasteful not long ago. That a railway co. should introduce decorative and ceramic art into its power-house, e.g. can not result in <sup>any</sup> immediate ~~dividends~~ <sup>cash profits</sup>, yet that is what one railway co. ~~has~~ has done. Located in the heart of a dingy & deserted <sup>district</sup> ~~district of the business~~, there is a great building of the finest white stone, designed by one of <sup>the</sup> Amer.'s best architects, of which Amer. can <sup>claim</sup> ~~boast~~. It is simple, though neither plain or severe, dignified and beautiful, and can not fail but to have an uplifting <sup>and</sup> ~~beneficent and incalculably good~~ affect upon the neighborhood.

*Geography and civil government of the United States.*—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, Superior. 4. (a) How are justices of the Supreme Court appointed? (b) How many amendments have been added to the Constitution of the United States? 5. (a) Name two ways in which a bill may become a law without the President's signature. (b) Name the following officials: Speaker of the National House of Representatives; Chief Justice of the United States; Secretary of State.

**Sec. 41. Second-grade subjects.**—1. **SPELLING:** Twenty words of average difficulty in common use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers, and common and decimal fractions. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting. 6. **GEOGRAPHY:** Questions relating to the boundaries of States and to capitals, largest cities, rivers and other bodies of water, and the location by States of prominent cities.

The following questions and tests, which have been used, indicate the general character of these subjects:

*Spelling.*—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Opponent:* One who opposes; as, a political opponent. *President:* The Chief Executive of the United States. *Conqueror:* One who conquers. *Wholesome:* Healthful; as, wholesome food. *Achieve:* To gain; as, to achieve success. *Tranquil:* Quiet or peaceful. *Detach:* To separate or remove; as, to detach a leaf from a book. *Expensive:* Very costly. *Decease:* Death; as, a person's decease. *Notable:* Worthy of notice; as, a noticeable occasion. *Suspicious:* Exciting suspicion; as, a suspicious circumstance. *Terrace:* A raised bank of earth. *Rapping:* Making a number of quick blows. *Language:* The speech of a people; as, the English language. *Schedule:* A list or inventory; as, a schedule of prices. *Tying:* Binding or fastening with a cord. *Vulgar:* Low or mean. *Course:* A way or track; as, a race course. *Salary:* A stated allowance paid for services. *Chicago:* A city in the United States.

*Arithmetic.*—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. Add the following (here will be given a short column of figures) and subtract 1,864,697,029 from the sum. 2. Multiply .9364 by 90 $\frac{1}{2}$  and divide the product by .4682. Change the  $\frac{1}{2}$  to a decimal before multiplying and solve by decimals. 3. A man bought a farm of 97 $\frac{1}{2}$  acres. He then sold 20 $\frac{1}{2}$  acres at a loss of \$67.50, receiving \$1,348.50 for the part sold. How much money did the entire farm cost him? 4. A jeweler paid \$201.60 for old gold at \$1.20 per pennyweight, and made it into rings weighing  $3\frac{1}{2}$  pennyweights each. He sold the rings at \$6.50 each. How much more money did he get for the rings than he paid for the gold? 5. A man cut 98 boards, each 18 feet long and 16 inches wide, into palings each 8 feet long and 2 inches wide. He sold the palings for \$2.50 per hundred. How much money did the palings bring? Make no allowance for saw cuts.

*Letter writing.*—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter of not less than 125 words giving your views as to the advantages derived from free public libraries in the principal cities of your State.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

*Penmanship.*—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

*Copying from plain copy.*—N. B.—Paragraph, spell, capitalize, and punctuate precisely as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

*Make an exact written copy of the following:*

The Government, no less than commercial enterprises, is benefited by the courtesy and decorum of officials and employees alike. The word gentleman is a homage to personal and incommunicable properties. The gentleman is a man of truth and in nowise dependent and servile. Beyond this

fact of truth and real force, the word denotes good-nature or benevolence: manhood first, and then gentleness. Such a person is capable of taking the lead, yet has a broad sympathy which puts him in fellowship with crowds and makes effective his leadership. The man of bullying tendencies toward those less fortunately situated will fail of that effective leadership accorded gentlemen. Good manners may possibly show themselves formidable to the uncultivated man, but nevertheless aim to facilitate life and thus aid in dealing with people and in conversation.

*Geography.*—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. (a) Name the capital of each of the following-named States: Washington, Michigan, Arkansas, Maryland, Massachusetts; (b) Name the most populous city in each of the following-named States: Pennsylvania, Oregon, Vermont, Louisiana, Illinois. 4. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, and Superior. 5. Name a river or other large body of water on which each of the following-named prominent cities is located: Jersey City; Little Rock; Duluth; Providence; Dubuque; Olympia; Charleston, S. C.; Toledo; Pierre; La Crosse.

**Sec. 42. Third-grade subjects.**—1. **SPELLING:** Twenty simple words in ordinary use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting.

The following questions and tests, which have been used, indicate the general character of these subjects:

*Spelling.*—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Sugar:* A sweet substance made from the juice of the sugar cane. *Pledge:* Something given as security. *Cashier:* One who has charge of money in a bank. *Figure:* A mark representing a number. *Carrying:* Conveying or transporting in any way. *Breadth:* The measure from side to side. *Sheet:* The amount of paper made in one body or piece; as, a sheet of paper. *Easily:* In an easy manner. *Frontier:* The border or limits of a country. *Patience:* The state or quality of being patient. *Guess:* The act of guessing; as, to guess at one's weight. *Threat:* The act of threatening; as, to make a threat. *Diamond:* A precious gem. *Visit:* To go to see; as, to visit a friend. *Repair:* To mend or make over; as, to repair clothes. *People:* The body of persons composing a nation; as, the American people. *Require:* To be in need of; as, to require money. *Grease:* Soft animal fat. *Answer:* To reply to; as, to answer a letter. *Exist:* To live; as, to exist in poverty.

*Arithmetic.*—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. (This question will consist of a short column of figures to be added.) 2. Divide 2,408,588 by 4,732. 3. Multiply 8,643 by 608, and then subtract 98,746. 4. A merchant who spent \$225, bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at \$2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? 5. During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

*Letter writing.*—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter containing not less than 100 words stating some of the advantages now derived by mankind from the art of printing.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

*Penmanship.*—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.



*Copying from plain copy.*—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

*Make an exact written copy of the following:*

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters, the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service it will still be the duty of the department to transmit telegrams for the press at much lower rates than for private individuals.

**Sec. 43. Mechanical trades and other noneducational examinations for the Departmental and Indian Services.**—Application blanks for these examinations may be obtained from, and applications may be filed with, the United States Civil Service Commission, Washington, D. C., at any time. No educational tests are required, and it will not be necessary for applicants to appear at any place for examination. Age, except where otherwise indicated, 20 years or over for the Departmental Service and 20 to 50 years for the Indian Service. Applicants who desire to apply for more than one position must file a separate application for each position desired. These examinations are primarily for the Departmental Service and the Indian Service, but eligibles may also be certified to other branches of the service. For a list of similar positions in the Engineer Department at large, see section 136; Lighthouse Service, see section 192; Navy-Yard Service, see section 211; Ordnance Department at large, see section 213; Quartermaster Corps, see section 231. An application for any mechanical trade or other noneducational position in the Departmental or Indian Service, other than those indicated in this Manual, will not be accepted until an examination for such a position is announced.

In writing for application blanks applicants should state specifically the name of the position for which they desire to apply.

Applicants for these examinations, except for the Indian Service, may sign their applications by mark if unable to write. Applicants for the Indian Service must execute their applications in their own handwriting and be able to speak the English language.

An applicant for a position in the Indian Service must attach to his application a statement showing the number of persons in his family who will require accommodations at the Indian school or agency in case the applicant receives appointment.

Each applicant for employment in the Departmental Service in the District of Columbia, except for the positions named hereafter in this paragraph, will be required to furnish the certificate of an officer, under his official impression seal, of the county of which the applicant claims to be a bona fide resident, showing that the applicant is at the time of making the application an actual bona fide resident of such county and the length of time he has been a resident thereof. An applicant failing to furnish such certificate or whose application fails to show that he has been a bona fide resident of and actually domiciled in the State claimed for at least one year next preceding the date of the application will not be certified for appointment in the apportioned Departmental Service in Washington, D. C. The following-named positions are not included in the apportioned service: Plate printer, canvas worker, leather worker, sewer, gardener, engraver, carpenter, cabinetmaker, painter, and plumber.

Applicants are requested to state in their applications the minimum salary they are willing to accept and also the localities in which they will accept appointment.

*As stated, no educational tests are required, but the following subjects are considered: Physical ability, and training and experience. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training and experience, 60. No competitor will be eligible for appointment who fails to attain a rating of at least 70 per cent in the subject of physical ability and a rating of at least 70 per cent in the subject of training and experience. The information on which the ratings are based must be furnished by the applicant in the application and examination blank. Care should be taken*

to furnish accurate and complete information in order that a sufficient basis may be had for rating the papers. Each question in the application and vouchers must be fully answered. The method of rating the different subjects of these examinations is as follows:

(a) **PHYSICAL ABILITY.**—An applicant without apparent physical disqualifications is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made proportionate deduction will be made according to the nature of the defects or disqualifications.

(b) **TRAINING AND EXPERIENCE.**—This subject will be rated upon the statements made by the applicant in his application, as corroborated by his vouchers and references. Consideration will be given to the date, length, quality, and character of the training and experience shown, and special consideration will be given experience which is continuous and recent. Applicants in stating their experience should account for all of the time since they were first employed.

In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendations other than those called for by the commission will be considered.

All competitors rated at 70 or more for the entire examination will be eligible for appointment, and their names will be placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more will be placed above those of persons who have not been allowed such preference.

Registers will be established quarterly, or more frequently if the needs of the service require it. Applications for the Departmental and Indian Services, to receive consideration for any particular quarter, must be filed in *complete form* not later than the 15th of March, June, September, or December, as the case may be. The registers, except where otherwise indicated, will be made up on or soon after the first of the next succeeding month. The period of eligibility is one year from the date of entering a name upon a register.

Application and examination form 1800 will be required for the following-named positions:

Baker.	Laundress.
Blacksmith.	Leather worker.
Blacksmith and horseshoer.	Machinist.
Blacksmith and wheelwright.	Mason (brick and stone).
Cabinetmaker.	Painter.
Canvas worker.	Plate cleaner.
Carpenter.	Plumber.
Cook.	Sawyer.
Dairyman. (Age, Indian Service, 21 to 50 years.)	Sewer.
Fireman (stationary).	Shoemaker.
Gardener. (Age, Indian Service, 21 to 50 years.)	Steam fitter.
Harness maker.	Tailor.
	Toolmaker.
	Wheelwright.

**Sec. 44. Specially announced examinations.**—In addition to the regularly scheduled examinations mentioned in this Manual, the commission is called upon very frequently to hold extra or specially announced examinations to fill positions of a technical or scientific character in which vacancies occur only at infrequent intervals, or for newly classified or newly created positions for which registers have not been established. When such examinations are to be held, they are announced in the widest possible manner in the effort to secure a sufficient number of applicants. Examinations of this kind are not held until eligibles are needed, and the commission

can give no idea until that time as to the examination subjects. Such subjects are not decided upon and the questions prepared until the examinations are announced. Applications must be on the prescribed forms of the commission, and will not be accepted for examinations of this character until they are announced. It is useless, therefore, to request the commission to furnish application blanks for this purpose unless announcement of the examination desired has been published.

Persons who have special or technical qualifications and who desire to compete in examinations requiring such qualifications, and who advise the commission of the kind of examination desired, may have their names placed on file. Then, when an examination of the kind desired is to be held, the commission will endeavor to notify all persons who have so requested.

Examinations mentioned in this Manual as probably to be held in the spring of 1916 will not be held before that time unless the needs of the service so require, in which event they will be specially announced; otherwise they will be announced in the Manual for the spring, which may be secured upon application after January 15, 1916.

**Sec. 45. Acting assistant surgeon, Public Health Service.**—(See Physician examination, sec. 217.)

**Sec. 46. Agricultural inspector, Philippine Service.**—Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate. The examination will comprise certain obligatory subjects and the optional subjects named below.

Applicants must select one or more of the optional subjects. THEY MUST SPECIFY IN THEIR APPLICATIONS, IN ANSWER TO QUESTION 1 OF FORM 2, ALL OF THE OPTIONAL SUBJECTS IN WHICH THEY WISH TO BE EXAMINED AND MUST DELIVER TO THE EXAMINER ON THE FIRST DAY OF THE EXAMINATION THE REQUIRED THESIS OR THESES. The optional subjects are as follows: (1) AGRONOMY; (2) DAIRYING; (3) FARM MANAGEMENT; (4) FORAGE CROPS; (5) PLANT BREEDING.

The examination tests are identical with those in the same subjects in the Scientific assistant examination (see sec. 238). The requirements of the examination are also the same as for Scientific assistant. Entrance salary, \$1,400 per annum. (For further requirements see sec. 35.)

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 47. Aid, Bureau of Standards.**—Men only; age, 19 to 24 years; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY ALGEBRA, GEOMETRY, AND TRIGONOMETRY, 30; GENERAL PHYSICS, 30; ELEMENTARY MECHANICAL DRAWING, 20; EDUCATION, TRAINING, AND EXPERIENCE, 20.

The minimum requirement for this examination is graduation from a mechanical-training, technical, or scientific high school, or equivalent training in a scientific or technical laboratory. Graduates of classical high schools must show that they have had at least one year of physics, one year of chemistry, and one-half year of mechanical drawing in the course.

Each competitor must supply himself with a small drawing board, T square, triangle, ink, pens, pencils, drawing instruments, and a scale divided into sixteenths.

The entrance salaries for this position range from \$600 to \$720 a year.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 48. Aid, Coast and Geodetic Survey.**—The position of deck officer will also be filled from this examination. Age, 18 to 25 years; application form, 1312; time allowed, two days of six hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. The medical certificate in the application for this examination must be executed by some medical officer in the

service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. *This certificate must not be executed by the family physician of the applicant.* The medical officer should indicate his rank or official designation on such certificate.

No one will be permitted to take the mental examination who has any defect of sight or other physical defect. After an eligible has received an appointment and before he is permitted to take the oath of office he may, at the discretion of the Superintendent of the Coast and Geodetic Survey, be required to pass an additional physical examination before an officer of the Public Health Service.

Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS:** Including geometry (plane and solid), algebra, trigonometry, analytics, and the elements of calculus, 15; **PRACTICAL COMPUTATIONS:** Involving the use of logarithmic tables, 15; **ASTRONOMY:** Elementary questions in spherical and general astronomy, with special reference to determination of latitude, longitude, and azimuth, and use of field instruments, 10; **PHYSICS:** Elementary questions in optics, magnetism, etc., 10; **SURVEYING:** Elementary questions in plane and geodetic surveying, and use of field instruments, 10; **MODERN LANGUAGES:** Competitors may select one of the following: French, German, Spanish. Extracts of about 125 words are given for translation into English, 10; **DRAWING AND DESCRIPTIVE GEOMETRY:** A short test in topographic drawing and lettering is given with elementary questions on the principles of projection, 10; **TRAINING AND EXPERIENCE,** rated on application form, and corroborative evidence, 20.

The supply of eligibles for this position has not been equal to the demand.

Applicants should come to the examination room provided with two small triangles, right-line pen, drawing ink, pens, and tracing paper for use in the examination on the subject of drawing and descriptive geometry.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 49. Aid, Lighthouse Service.**—Age, 21 to 30 years; application form, 1312, including the medical certificate; time allowed, two days of seven and four hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS AND APPLIED MECHANICS,** 30; **CIVIL, MARINE, OR MECHANICAL ENGINEERING OR NAVAL ARCHITECTURE (ship work),** 30; **MECHANICAL OR ARCHITECTURAL DRAWING,** 20; **TRAINING AND EXPERIENCE,** 20.

The questions in this examination will be such as any competent graduate in civil, marine, or mechanical engineering should be able to answer satisfactorily. A slide rule may be used in connection with the work in the subject of mathematics and applied mechanics.

Applicants who are graduates in civil, marine, or mechanical engineering or who are in their senior year in the civil, marine, or mechanical engineering course of a technical school, or those who have had at least three years of satisfactory practical engineering experience in addition to a good general education, will be admitted to this examination; those whose education or experience does not fulfill any one of these minimum requirements will not be admitted. Higher ratings in training and experience will be given those who are graduates, who are graduates with experience, or who have had more extended practical experience.

The salary of aids in the Lighthouse Service is \$1,380 a year. It is the intention of the Lighthouse Bureau to appoint to this position with the view of training appointees to fill the positions of assistant superintendent and superintendent by promotion when vacancies in these positions occur. Appointees will be assigned to duty at the Lighthouse Depot, Tompkinsville, Staten Island, N. Y., at first.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 50. Alaskan railway.**—Persons desiring information concerning employment in connection with the construction of the Alaskan railway should apply to the Alaskan Engineering Commission, Interior Department, Washington, D. C.

**Sec. 51. Animal husbandman, Bureau of Animal Industry, Department of Agriculture.**—The senior animal husbandman examination will be held only when eligibles are needed. (See sec. 44; also Scientific assistant examination, sec. 238.)

**Sec. 52. Apprentice fish culturist, Bureau of Fisheries.**—Age, 20 to 40 years; application form, 1312; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all second grade, see sec. 41); TRAINING AND EXPERIENCE, 20.

Under the subject of training and experience credit will be given for experience in practical fish culture and for high-school or college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Laborer, \$600 to \$900 a year; laborer, car service, \$720 a year; and skilled laborer, \$720 to \$960 a year. The usual entrance salary is \$600 a year.

Persons appointed as a result of this examination will not be eligible for promotion to higher grades until they have passed the fish-culturist examination. (See sec. 148.)

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 53. Apprentice map engraver.**—Age, 16 to 18 years. A person who is serving his apprenticeship or is undergoing training as a map engraver will be permitted to file an application for apprentice map engraver without regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for certification and selected during that period. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 35. Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time, it will be announced.

**Sec. 54. Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing.**—Age, 16 to 18 years; application form, 304, including medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 41); ELEMENTARY PHYSICS, 20; MECHANICAL DRAWING, 35.

Applicants must have had theoretical and practical training of a mechanical character in metal work, such as is usually acquired in manual training schools or similar institutions or in occupations that give training in the handling of tools and machinery requiring great precision and accuracy in measuring and adjustment. Applicants

whose training has been acquired in schools must furnish certificates from the school authorities showing the character of the work done and the proficiency attained by the student. Other applicants must furnish vouchers of employers as to their attainments acquired in private establishments.

Competitors must provide themselves with drawing instruments and drawing board, ink, triangles, scales, and other necessary material except paper.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

**Sec. 55. Apprentice plate printer, Bureau of Engraving and Printing.**—Age, 16 to 18 years. No person will be certified for appointment to the position of apprentice plate printer who has reached his eighteenth birthday. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all third grade, see sec. 42); TRAINING AND EXPERIENCE (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought), 25.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 56. Architectural designer, Supervising Architect's Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 57. Assistant, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on August 18, 1915.

Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed for the required subjects, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Three hours will be allowed for each optional subject taken. The order in which the optional subjects will be given will be determined at the time of the examination and can not be furnished in advance.

The required subjects of examination and relative weights on a scale of 100 are as follows: **THESES**, 500 words to be written on one of two topics given, 20; **CORRECTION OF ROUGH DRAFT MANUSCRIPT**, 200 words, 15; **MATHEMATICS**, arithmetic, algebra, including quadratics, and plane geometry, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, 15; **GENERAL HISTORY AND GEOGRAPHY**, 10; **COLONIAL GOVERNMENT AND ADMINISTRATION**, general questions, 10; **POLITICAL ECONOMY**, general principles, 5; **TRAINING AND EXPERIENCE**, 10.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the required subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state in answer to Question 1 of his application the optional subjects in which he desires examination.

(1) ACCOUNTING, expert; (2) AGRICULTURE; (3) AUDITING OF ACCOUNTS, practical questions on; (4) BOOKKEEPING, tests in journalizing and making a balance sheet; (5) BOTANY; (6) CHEMISTRY; (7) CIVIL ENGINEERING; (8) EDUCATIONAL METHODS; (9) ELECTRICAL ENGINEERING; (10) FINANCE; (11) FORESTRY; (12) GEOLOGY; (13) HIGHER MATHEMATICS, up to and including calculus; (14) LANGUAGE, Spanish; (15) LAW, common; (16) LAW, international; (17) LAW, Roman or civil; (18) LAWS, land, of the United States; (19) LAWS, mining, of the United States; (20) MECHANICAL

ENGINEERING; (21) MINERALOGY; (22) MINING ENGINEERING; (23) PHYSICS; (24) THEORY AND PRACTICE OF STATISTICS.

The maximum rating attainable in each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Eligibility in the optional subjects tends to increase the prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required subjects, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Bureau of Forestry requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The majority of the assistant eligibles are considered for positions in the Bureau of Education. Most of the eligibles resulting from this examination who have the necessary qualifications of a teacher and are willing to accept appointment as such are selected. The work of the American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades nearly all appointments from this register are being made at an entrance salary of \$1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of bureaus or offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools. (For further requirements, see sec. 35.)

**Sec. 58. Assistant dairyman.**—This examination will be held only when eligibles are needed. (See sec. 44; also Scientific assistant examination, sec. 238.) The position of dairy inspector will be filled from this examination.

**Sec. 59. Assistant engineer, Reclamation Service.**—Age, 25 to 45 years; application form, 1312. The medical certificate in the application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Applicants for the position of assistant engineer must have had at least four years' practical experience in engineering. A technical training in college will be counted as two years' experience. Time allowed, two days of seven and three and one-half hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS AND APPLIED MECHANICS**, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; **THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER**, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; **THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING**, as covered in first-class surveying textbooks, 15; **TRAINING AND EXPERIENCE**, 40.

The tests in the first three subjects are identical with those given in the examination for junior engineer (see sec. 173). The rating in training and experience will be based upon general experience in civil engineering and technical description in detail of some important work upon which the competitor has been engaged. This description may be prepared afterwards and mailed to the commission within five days after the examination, or, if the competitor desires, he may prepare it in the time remaining on the second day.

Applicants whose training and experience is found insufficient for this examination may be admitted to the junior engineer examination if the training and experience shown is sufficient for that examination.

From this examination an eligible list will be established from which to appoint assistant engineers at salaries of \$1,500 a year and upward. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for assistant engineer may be placed on the register for junior engineer if his ratings are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 60. Assistant examiner, Patent Office.**—Age, 20 years or over; application form, 1312; time allowed, three days of six hours each. Subjects 1 and 2 will be given on the first day, subjects 3 and 4 on the second day, and subjects 5 and 6 on the third day. Subjects of examination and relative weights of subjects on a scale of 100: **PHYSICS**, embracing the requirements of a general college course, 20; **MATHEMATICS**, including one or two questions each in arithmetic, algebra, plane geometry, plane trigonometry, analytics, and differential calculus, 10; **TECHNICS**, covering the general field of mechanics, mechanic arts, industrial arts and processes, and applied chemistry, 20; **CHEMISTRY**, inorganic, including qualitative analysis, and elementary organic, 20; **FRENCH OR GERMAN**, 10; **MECHANICAL DRAWINGS**, 20.

A competitor must attain a rating of at least 40 in each subject of this examination and a general average of at least 70 in the whole examination in order to become eligible for appointment.

In physics, chemistry, and mathematics 10 questions are given, and in technics 15, of which the competitor is required to answer 5 only in each subject.



Under the subject "Mechanical drawings" the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case describe (1) the views, (2) the construction, and (3) the operation of the machine represented in such technical terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the Rules of Practice of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German" two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) A Scientific French Reader, by Alexander W. Herdler, published by Ginn & Co.; (2) A Scientific French Reader, by Francis Harold Dike, published by Silver, Burdett & Co.; (3) A Scientific German Reader, by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) A German Scientific Reader, by J. Howard Gore, Ph. D., published by Heath & Co. The competitor must select and make translations, without the aid of a dictionary, of any two of the exercises in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject, owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 61. Assistant geologist, Geological Survey.**—(For description, see *Geologic aid*, sec. 154.)

**Sec. 62. Assistant inspector of boilers.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 194.)

**Sec. 63. Assistant inspector of hulls.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 195.)

**Sec. 64. Assistant observer, Weather Bureau (formerly observer examination).**—Unmarried men only will be admitted to this examination. Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PERMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 40) and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 in the subjects of meteorology and English composition on a meteorological subject, with the relative weights indicated, the remaining subjects will not be rated.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 65. Assistant topographer.**—(See Junior topographer, sec. 179, and Topographic aid, sec. 274.)

**Sec. 66. Attendant, Government Hospital for the Insane.**—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 67. Bookbinder (men only), Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 2109; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Forms 304 and 2109, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in the most of these specialties. Applicants for bookbinder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 68. Bookkeeper (men only), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will not be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

#### PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

##### *First exercise.*

**INSTRUCTIONS.**—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1906. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, \$7,800; cash in safe, \$2,687.50; merchandise, \$4,788; real estate, \$9,750; an account against William Rose, \$2,800; a note given by James Wilson for \$1,287.50, due in six months without interest, accounted at its present worth, \$1,250.

His liabilities were an account due John West, \$2,976; a note for \$900 due Arthur Moore, accrued interest to date, \$27.50; an acceptance at fifteen days for \$840, dated February 15, 1906, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros., merchandise, \$6,400. Gave in payment a note at six months, interest, \$90, included in face of note; face of note, \$3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, \$2,600. Received in payment the acceptance mentioned in liabilities, \$840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for \$18,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, \$600.

March 25. Bought of James Wilson, merchandise, \$2,400. Gave in payment his note mentioned in resources. Face of note, \$1,287.50; present worth, \$1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, \$8,600. Received in payment a sight exchange for \$800 on New York accepted at  $\frac{1}{2}$  per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in *Liabilities*. Face of note, \$900; accrued interest to date, \$31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note \$800, discount \$24.

*Second exercise.*

**From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.**

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, \$5,400; real estate, \$7,600; unused office stationery, \$20.75. The balance of the cash account, as shown by the ledger, was \$3,640, and the balance of the bills payable account was \$2,365. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), \$970; merchandise, \$12,800; real estate, \$8,000; Traders' Bank, \$4,780.25; bills receivable, \$4,620; expense, \$90.25; interest and discount, \$148.60; Joshua Miller, \$2,897.50.

Credit footings: Charles Martin (proprietor), \$6,797.85; merchandise, \$7,800; real estate, \$120; Traders' Bank, \$3,600; bills receivable, \$3,640.75; interest and discount, \$197.80; Joshua Miller, \$— (amount to be supplied by the competitor).

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 69. Bookkeeper, Field Service.**—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 36.)

**Sec. 70. Bookkeeper, Panama Canal Service.**—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Panama Canal, examination. (See sec. 91.)

**Sec. 71. Bookkeeper, Philippine Service.**—Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 68), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING AND EXPERIENCE, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. (For further requirements see sec. 35.)

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 72. Cadet, Military or Naval Academy.**—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., or that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War or the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

**Sec. 73. Cadet, Coast Guard (formerly Revenue-Cutter Service).**—(See sec. 94.)

**Sec. 74. Cadet engineer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a

physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from \$660 to \$780 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 75. Cadet officer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this position should have a good general school education, and theoretical and practical knowledge of navigation such as is taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from \$600 to \$720 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a slide rule, a Nautical Almanac for 1914 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator *will not be permitted*.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 76. Chemist.**—This examination will be held only when eligibles are needed. (See sec. 44. Also Junior chemist, sec. 172.)

**Sec. 77. Chinese inspector, Immigration Service.**—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 44 and 160.)

**Sec. 78. Chinese watchman.**—This position is filled from the subclerical examination.

**Sec. 79. Civil and electrical engineer, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 80. Civil and electrical engineer, Philippine Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 81. Civil engineer, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field

work required in civil engineering and not covered in subject 1, 30; **DESIGN AND CONSTRUCTION**, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; **TRAINING AND EXPERIENCE**, 25.

**NOTE.**—An applicant who has not had at least five years' good experience in civil engineering work will not be admitted to the examination. Graduation in civil engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 186.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that the examination for the position of civil engineer, Departmental Service, will be held before the spring of 1916. Should an examination be held before that time it will be announced. Examinations will be held in the fall of 1915 for civil engineer and draftsman (see sec. 84), and junior engineer, civil, Engineer Department at large (see sec. 175).

**Sec. 82. Civil engineer, Geological Survey.**—(See Hydrographic engineer, Geological Survey, sec. 159.)

**Sec. 83. Civil engineer, Philippine Service.**—Age, 20 to 40 years; application form, 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the Departmental Service (see sec. 81), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from \$1,400 to \$6,000 a year. The majority of appointments are made at salaries of \$1,400, \$1,600, and \$1,800 a year, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required. (For further requirements, see sec. 35.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 84. Civil engineer and draftsman.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. (See sec. 81.) The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted.

All eligibles in the civil engineering subjects who receive a rating of not less than 70 per cent in the drawing test will be eligible as civil engineers and draftsmen. Those who fail to receive a grade of 70 per cent in the drawing will not be eligible as a result of this examination. In determining the average percentage, the subjects of the civil engineer examination will be given a weight of 60 and the subject of drawing 40. (See note under sec. 81 for requirements for admission to this examination.)

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 85. Civil engineer and superintendent of construction, Quartermaster Corps.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. First day, subjects 1 and 2; second day, subject 3. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS**, elementary problems in mensuration, solution of plane triangles, and theoretical

and applied mechanics, involving a fair knowledge of pure mathematics up to and including calculus, 15; THEORY AND PRACTICE OF SURVEYING AND USE AND CARE OF INSTRUMENTS, comprising transit, including stadia work, level, plane table, rods, chain, tape, etc., surveying, leveling, and other field work required in civil engineering, 25; BUILDING CONSTRUCTION, SPECIFICATIONS, etc., involving good knowledge of all materials employed in first-class buildings and of details of construction and of specifications, 35; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

In order to be rated 70 per cent or over in training and experience, applicants must have had at least one year's experience in architectural construction and its supervision on the ground. In addition, a good scientific education and some practical experience in civil engineering are necessary. The duties include supervision of the erection of army post buildings (barracks, officers' quarters, storehouses, etc.), the laying out of grounds, construction of roads, sewers, etc., and, at seacoast posts, wharves.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 86. Civil engineer student, Office of Public Roads, Department of Agriculture.**—Age, 20 years or over; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND MECHANICS, pure and applied, 50; SURVEYING, CONSTRUCTION, AND MATERIALS OF CONSTRUCTION, 50.

Graduation in civil engineering from a recognized school or college, or the fact that applicants are senior students in such an institution and expect to receive a degree in civil engineering prior to July 1, is a prerequisite for consideration for this position. In the case of such senior students, failure to receive a civil engineering degree prior to July 1 will disqualify an applicant for appointment.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 87. Classified laborer, Government Hospital for the Insane.**—Apply for information concerning employment in the position of classified laborer to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 88. Clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 40).

Competitors who fail to attain a rating of at least 70 in arithmetic or 65 in report writing will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register (see sec. 254) is used in preference to the register resulting from the clerk examination described in this section.

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

The clerk examination will not be held in connection with the fall series of examinations. Should an examination for positions in Washington, D. C., be necessary before the spring of 1916, it will be specially announced.

**Sec. 89. Clerk, field (minor), Reclamation Service.** (See sec. 146.)

**Sec. 90. Clerk, Forest Service.** (See Forest and field clerk, sec. 149.)

**Sec. 91. Clerk, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including the medical certificate. The county officer's certificate in the application form need not be executed. Time allowed, four and one-half hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which of the optionals given below they desire to take, and additional time as indicated will be allowed for the optionals in which examination is given.

Applicants for the optional subject Bookkeeping must have had experience with revenue or disbursing accounts of the United States Government or experience with the accounts of large corporations or business concerns doing a considerable business.

Each applicant for the optional subject General Business Experience or Timekeeping Experience will be required to file with his application at least one and not more than three testimonials from recent employers under whom the experience claimed has been gained, written on business letterhead.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (second grade, see sec. 41), 10; ARITHMETIC, slightly more difficult than the second grade, 20; LETTER WRITING (second grade, see sec. 41), 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, including tabular matter, 15; TIME (time consumed on the basis subjects of the examination), 20.

In rating the element of time a credit of 70 will be given if the basis subjects of the examination are completed in four and one-half hours, which is the maximum time allowed. For each interval of five minutes less than the maximum time a credit of 1 in addition to 70 will be given. For completing the examination in two hours or less the maximum rating of 100 will be given. No credit will be given for time unless the average percentage on the remaining subjects is at least 70.

In addition to attaining an average percentage of 70 or more on the above subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) TYPEWRITING, including the typewriting tests of the examination for stenographer and typewriter, Panama Canal Service. The typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 245 and 279 for description of tests.) Time not to exceed one hour and ten minutes. The Commission is advised that it is expected that most of the future appointments of clerks at a salary of \$100 a month will be of eligibles with a knowledge of typewriting. (2) BOOKKEEPING, including the practical tests of the bookkeeper examination (see sec. 68). Time not to exceed two hours. (3) GENERAL BUSINESS TRAINING AND EXPERIENCE, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. In order to obtain a rating under this subject applicants must show that they have held positions requiring initiative and responsibility. (4) TIMEKEEPING TRAINING AND EXPERIENCE, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.

The order in which the optional subjects will be given will be determined at the time of the examination and can not be indicated in advance. A second day may be required for these subjects. No credit will be given for an optional in which the rating is less than 70 per cent. (For further requirements see sec. 34.)

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects and certain optional subjects combined, giving the basis a weight of 2 and each optional considered a weight of 1; (2) of eligibles having the highest ratings on certain optional subjects who have also passed on the basis subjects; (3) of eligibles having the highest total ratings on the basis and optional subjects combined.

Eligibles qualified in typewriting and in bookkeeping are especially desired.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

**Sec. 92. Clerk, statistical.** (See Statistical clerk, sec. 244.)

**Sec. 93. Clerk, stenographic.** (See Stenographic clerk, sec. 254.)

**Sec. 94. Coast Guard.**—By an act of Congress approved January 28, 1915, the Coast Guard was created in lieu of the Revenue-Cutter Service and the Life-Saving Service, to be composed of officers, noncommissioned officers, and enlisted men. The passage of this act made it unnecessary for the commission to hold further examinations for the position of surfman, for the reason that under the new law the position is filled through enlistment. Persons desiring information concerning enlistment as surfmen should apply to the district superintendent of the Coast Guard nearest their places of residence.

Clerical positions in offices of the Coast Guard are filled in the same manner as similar positions in other parts of the classified service.

For information relative to the position of cadet in the Coast Guard, address the Secretary of the Treasury, Washington, D. C.

**Sec. 95. Commission of Fine Arts.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 96. Compositor, Government Printing Service.**—(See Printer examination, sec. 226.)

**Sec. 97. Computer, Coast and Geodetic Survey.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (plane and solid), algebra, trigonometry (plane and spherical), analytics, and calculus, all as covered in the higher-class textbooks, 40; PRACTICAL COMPUTATIONS, questions involving elementary mathematical knowledge and designed principally to test ability to use tables of logarithms and to make calculations quickly and correctly, 40; TRAINING AND EXPERIENCE, 20.

The use of a slide rule will *not* be permitted in this examination.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 98. Computer, Nautical Almanac Office and Naval Observatory, Navy Department.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (analytic, plane, and solid), algebra, trigonometry (plane and spherical), and calculus, all as covered in the higher class of textbooks, 40; ASTRONOMY, elementary questions in spherical and general astronomy, 20; PRACTICAL COMPUTATIONS, involving mathematical and astronomical knowledge, as indicated under the subjects of pure mathematics and spherical astronomy, but especially designed to test the competitor's ability to use tables of logarithms quickly and correctly, 40.



The use of a slide rule will *not* be permitted in this examination.

The supply of eligibles for this position has not been equal to the demand.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 99. Computer and estimator, Supervising Architect's Office.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATERIALS AND CONSTRUCTION**, involving technical and practical knowledge of materials, elementary principles of architecture, and details of approved methods of construction, 20; **SPECIFICATIONS**, involving ability to write clear and short specifications, and to interpret them, 25; **ESTIMATING**, involving both quantities and prices, 20; **TRAINING AND EXPERIENCE**, 35.

No applicant will be admitted to this examination who does not receive a rating of 70 per cent or over in training and experience. The minimum qualifications in this subject which will entitle an applicant to enter the examination are a good general education and not less than two years' experience in practical architectural or construction work, and in the writing or interpretation of specifications and in estimating with either an architect, engineer, or a contractor engaged in first-class construction work.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary of more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 100. Confidential agents.**—(See secs. 240 and 243.)

**Sec. 101. Consular Service.**—Applicants for appointment to positions in the Consular Service should address the Secretary of State, Washington, D. C.

**Sec. 102. Custodian Service.**—This service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. In cities in which there are Federal buildings, except Washington, D. C., the positions of assistant custodian, assistant custodian-janitor; engineer (steam), first, second, and third class; elevator conductor, fireman, janitor, watchman, and similar positions for such public buildings are in the Custodian Service. Registers are made up for each city; and applicants who pass the examination have their names entered upon a register of eligibles and are certified for appointment to positions in the Federal building of that city when vacancies occur. Examinations are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the board of examiners at the Federal building in which employment is desired.

**Sec. 103. Customs Service.**—Apply for information concerning examinations for this service to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 36.)

**Sec. 104. Deputy United States marshal.**—(See provision of urgent deficiency act, approved October 22, 1913, in sec. 168.)

**Sec. 105. Diplomatic Service.**—Applicants for appointment to positions in the Diplomatic Service should address the Secretary of State, Washington, D. C.

**Sec. 106. District health officer.**—(See Physician, sec. 217.)

**Sec. 107. District inspector of locomotive boilers.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 108. Draftsman, apprentice, Ordnance Department at large, War Department.**—Age 17 to 21 years; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Applicants must indicate in their applications that they have had training and actual experience in mechanical drafting, obtained either in the drafting room of a manufacturing establishment, in drafting classes of day or night schools, or in drafting courses of correspondence schools. They must also indicate that they are familiar with the use of drawing materials, instruments, and the equipment of a mechanical drafting room. The applicant's statement in his application should indicate fully the training and experience he has had in drafting work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 36 and 213.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed. Apprentice draftsmen are not employed in the ordnance establishments at Augusta, Ga., and San Antonio, Tex.

**Sec. 109. Draftsman, architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of eight hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING AND DESIGN, involving the drawing of plans, elevations, and details for modern first-class buildings to scale according to given specifications, 30; FREE-HAND DRAWING, ORNAMENT AND PROJECTION, involving ability to make free-hand perspectives, large-scale free-hand drawings of styles of exterior and interior decoration and shadow casting, etc., 20; BUILDING MATERIALS AND CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings, of details of construction, and of specification forms for such work, 20; TRAINING AND EXPERIENCE, 30. Applicants will be allowed to bring tracing paper to the examination room for use in this examination.

Applicants who have had training and experience indicated below under (a) or (b) will be given ratings of 70 or more in that subject and will be admitted to the examination: (a) Graduates from approved technical schools in architecture, without other experience; (b) persons having not less than five years' experience in good architectural office work. Special training short of graduation in architecture will be considered equivalent to not more than two years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position ranges from \$1,200 to \$2,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,200. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 110. Draftsman, clerk, Land-Office Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of six hours each. The first four subjects will be given on the first day and the fifth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 40), 10; ARITHMETIC AND ELEMENTARY MATHEMATICS, questions involving ordinary school arithmetic and elementary questions in plane geometry and mensuration, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40),

Under the subject "Mechanical drawings" the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case describe (1) the views, (2) the construction, and (3) the operation of the machine represented in such technical terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the Rules of Practice of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German" two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) A Scientific French Reader, by Alexander W. Herdler, published by Ginn & Co.; (2) A Scientific French Reader, by Francis Harold Dike, published by Silver, Burdett & Co.; (3) A Scientific German Reader, by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) A German Scientific Reader, by J. Howard Gore, Ph. D., published by Heath & Co. The competitor must select and make translations, without the aid of a dictionary, of any two of the exercises in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject, owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 61. Assistant geologist, Geological Survey.**—(For description, see *Geologic aid*, sec. 154.)

**Sec. 62. Assistant inspector of boilers.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 194.)

**Sec. 63. Assistant inspector of hulls.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 195.)

**Sec. 64. Assistant observer, Weather Bureau (formerly observer examination).**—Unmarried men only will be admitted to this examination. Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PERMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 40) and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 in the subjects of meteorology and English composition on a meteorological subject, with the relative weights indicated, the remaining subjects will not be rated.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 65. Assistant topographer.**—(See Junior topographer, sec. 179, and Topographic aid, sec. 274.)

**Sec. 66. Attendant, Government Hospital for the Insane.**—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 67. Bookbinder (men only), Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 2109; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Forms 304 and 2109, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in the most of these specialties. Applicants for bookbinder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 68. Bookkeeper (men only), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will not be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

#### PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

##### *First exercise.*

**INSTRUCTIONS.**—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1905. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, \$7,800; cash in safe, \$2,687.50; merchandise, \$4,768; real estate, \$9,750; an account against William Rose, \$2,860; a note given by James Wilson for \$1,287.50, due in six months without interest, accounted at its present worth, \$1,250.

His liabilities were an account due John West, \$2,976; a note for \$900 due Arthur Moore, accrued interest to date, \$27.50; an acceptance at fifteen days for \$940, dated February 15, 1905, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros., merchandise, \$5,400. Gave in payment a note at six months, interest, \$90, included in face of note; face of note, \$3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, \$2,600. Received in payment the acceptance mentioned in liabilities, \$840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for \$13,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, \$600.

March 25. Bought of James Wilson, merchandise, \$2,400. Gave in payment his note mentioned in resources. Face of note, \$1,287.50; present worth, \$1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, \$3,600. Received in payment a sight exchange for \$500 on New York accepted at  $\frac{1}{4}$  per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in liabilities. Face of note, \$900; accrued interest to date, \$31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note \$900, discount \$24.

*Second exercise.*

**From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.**

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, \$5,400; real estate, \$7,600; unused office stationery, \$20.75. The balance of the cash account, as shown by the ledger, was \$3,640, and the balance of the bills payable account was \$2,365. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), \$970; merchandise, \$12,800; real estate, \$8,000; Traders' Bank, \$4,780.25; bills receivable, \$4,620; expense, \$90.25; interest and discount, \$148.60; Joshua Miller, \$2,897.50.

Credit footings: Charles Martin (proprietor), \$6,797.85; merchandise, \$7,800; real estate, \$120; Traders' Bank, \$3,600; bills receivable, \$3,640.75; interest and discount, \$197.80; Joshua Miller, \$— (amount to be supplied by the competitor).

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 69. Bookkeeper, Field Service.**—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 36.)

**Sec. 70. Bookkeeper, Panama Canal Service.**—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Panama Canal, examination. (See sec. 91.)

**Sec. 71. Bookkeeper, Philippine Service.**—Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 68), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING AND EXPERIENCE, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. (For further requirements see sec. 35.)

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 72. Cadet, Military or Naval Academy.**—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., or that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War or the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

**Sec. 73. Cadet, Coast Guard (formerly Revenue-Cutter Service).**—(See sec. 94.)

**Sec. 74. Cadet engineer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a

physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from \$660 to \$780 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 75. Cadet officer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this position should have a good general school education, and theoretical and practical knowledge of navigation such as is taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from \$600 to \$720 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a slide rule, a Nautical Almanac for 1914 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator *will not be permitted*.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 76. Chemist.**—This examination will be held only when eligibles are needed. (See sec. 44. Also Junior chemist, sec. 172.)

**Sec. 77. Chinese inspector, Immigration Service.**—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 44 and 160.)

**Sec. 78. Chinese watchman.**—This position is filled from the subclerical examination.

**Sec. 79. Civil and electrical engineer, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 80. Civil and electrical engineer, Philippine Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 81. Civil engineer, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field

work required in civil engineering and not covered in subject 1, 30; **DESIGN AND CONSTRUCTION**, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; **TRAINING AND EXPERIENCE**, 25.

**NOTE.**—An applicant who has not had at least five years' good experience in civil engineering work will not be admitted to the examination. Graduation in civil engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 136.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that the examination for the position of civil engineer, Departmental Service, will be held before the spring of 1916. Should an examination be held before that time it will be announced. Examinations will be held in the fall of 1915 for civil engineer and draftsman (see sec. 84), and junior engineer, civil, Engineer Department at large (see sec. 175).

**Sec. 82. Civil engineer, Geological Survey.**—(See Hydrographic engineer, Geological Survey, sec. 159.)

**Sec. 83. Civil engineer, Philippine Service.**—Age, 20 to 40 years; application form, 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the Departmental Service (see sec. 81), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from \$1,400 to \$6,000 a year. The majority of appointments are made at salaries of \$1,400, \$1,600, and \$1,800 a year, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required. (For further requirements, see sec. 35.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 84. Civil engineer and draftsman.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. (See sec. 81.) The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted.

All eligibles in the civil engineering subjects who receive a rating of not less than 70 per cent in the drawing test will be eligible as civil engineers and draftsmen. Those who fail to receive a grade of 70 per cent in the drawing will not be eligible as a result of this examination. In determining the average percentage, the subjects of the civil engineer examination will be given a weight of 60 and the subject of drawing 40. (See note under sec. 81 for requirements for admission to this examination.)

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 85. Civil engineer and superintendent of construction, Quartermaster Corps.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. First day, subjects 1 and 2; second day, subject 3. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS**, elementary problems in mensuration, solution of plane triangles, and theoretical

and applied mechanics, involving a fair knowledge of pure mathematics up to and including calculus, 15; THEORY AND PRACTICE OF SURVEYING AND USE AND CARE OF INSTRUMENTS, comprising transit, including stadia work, level, plane table, rods, chain, tape, etc., surveying, leveling, and other field work required in civil engineering, 25; BUILDING CONSTRUCTION, SPECIFICATIONS, etc., involving good knowledge of all materials employed in first-class buildings and of details of construction and of specifications, 35; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

In order to be rated 70 per cent or over in training and experience, applicants must have had at least one year's experience in architectural construction and its supervision on the ground. In addition, a good scientific education and some practical experience in civil engineering are necessary. The duties include supervision of the erection of army post buildings (barracks, officers' quarters, storehouses, etc.), the laying out of grounds, construction of roads, sewers, etc., and, at seacoast posts, wharves.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 36. Civil engineer student, Office of Public Roads, Department of Agriculture.**—Age, 20 years or over; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND MECHANICS, pure and applied, 50; SURVEYING, CONSTRUCTION, AND MATERIALS OF CONSTRUCTION, 50.

Graduation in civil engineering from a recognized school or college, or the fact that applicants are senior students in such an institution and expect to receive a degree in civil engineering prior to July 1, is a prerequisite for consideration for this position. In the case of such senior students, failure to receive a civil engineering degree prior to July 1 will disqualify an applicant for appointment.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 37. Classified laborer, Government Hospital for the Insane.**—Apply for information concerning employment in the position of classified laborer to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 38. Clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 40).

Competitors who fail to attain a rating of at least 70 in arithmetic or 65 in report writing will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register (see sec. 254) is used in preference to the register resulting from the clerk examination described in this section.

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.



The clerk examination will not be held in connection with the fall series of examinations. Should an examination for positions in Washington, D. C., be necessary before the spring of 1916, it will be specially announced.

**Sec. 89. Clerk, field (minor), Reclamation Service.** (See sec. 146.)

**Sec. 90. Clerk, Forest Service.** (See Forest and field clerk, sec. 149.)

**Sec. 91. Clerk, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including the medical certificate. The county officer's certificate in the application form need not be executed. Time allowed, four and one-half hours.

**Applicants will be required to indicate in their applications, in answer to Question 1, which of the optionals given below they desire to take, and additional time as indicated will be allowed for the optionals in which examination is given.**

**Applicants for the optional subject Bookkeeping must have had experience with revenue or disbursing accounts of the United States Government or experience with the accounts of large corporations or business concerns doing a considerable business.**

**Each applicant for the optional subject General Business Experience or Timekeeping Experience will be required to file with his application at least one and not more than three testimonials from recent employers under whom the experience claimed has been gained, written on business letterhead.**

**Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (second grade, see sec. 41), 10; ARITHMETIC, slightly more difficult than the second grade, 20; LETTER WRITING (second grade, see sec. 41), 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, including tabular matter, 15; TIME (time consumed on the basis subjects of the examination), 20.**

**In rating the element of time a credit of 70 will be given if the basis subjects of the examination are completed in four and one-half hours, which is the maximum time allowed. For each interval of five minutes less than the maximum time a credit of 1 in addition to 70 will be given. For completing the examination in two hours or less the maximum rating of 100 will be given. No credit will be given for time unless the average percentage on the remaining subjects is at least 70.**

**In addition to attaining an average percentage of 70 or more on the above subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) TYPEWRITING, including the typewriting tests of the examination for stenographer and typewriter, Panama Canal Service. The typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 245 and 279 for description of tests.) Time not to exceed one hour and ten minutes. The Commission is advised that it is expected that most of the future appointments of clerks at a salary of \$100 a month will be of eligibles with a knowledge of typewriting. (2) BOOKKEEPING, including the practical tests of the bookkeeper examination (see sec. 68). Time not to exceed two hours. (3) GENERAL BUSINESS TRAINING AND EXPERIENCE, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. In order to obtain a rating under this subject applicants must show that they have held positions requiring initiative and responsibility. (4) TIMEKEEPING TRAINING AND EXPERIENCE, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.**

The order in which the optional subjects will be given will be determined at the time of the examination and can not be indicated in advance. A second day may be required for these subjects. No credit will be given for an optional in which the rating is less than 70 per cent. (For further requirements see sec. 34.)

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects and certain optional subjects combined, giving the basis a weight of 2 and each optional considered a weight of 1; (2) of eligibles having the highest ratings on certain optional subjects who have also passed on the basis subjects; (3) of eligibles having the highest total ratings on the basis and optional subjects combined.

Eligibles qualified in typewriting and in bookkeeping are especially desired.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

**Sec. 92. Clerk, statistical.** (See Statistical clerk, sec. 244.)

**Sec. 93. Clerk, stenographic.** (See Stenographic clerk, sec. 254.)

**Sec. 94. Coast Guard.**—By an act of Congress approved January 28, 1915, the Coast Guard was created in lieu of the Revenue-Cutter Service and the Life-Saving Service, to be composed of officers, noncommissioned officers, and enlisted men. The passage of this act made it unnecessary for the commission to hold further examinations for the position of surfman, for the reason that under the new law the position is filled through enlistment. Persons desiring information concerning enlistment as surfmen should apply to the district superintendent of the Coast Guard nearest their places of residence.

Clerical positions in offices of the Coast Guard are filled in the same manner as similar positions in other parts of the classified service.

For information relative to the position of cadet in the Coast Guard, address the Secretary of the Treasury, Washington, D. C.

**Sec. 95. Commission of Fine Arts.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 96. Composer, Government Printing Service.**—(See Printer examination, sec. 226.)

**Sec. 97. Computer, Coast and Geodetic Survey.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (plane and solid), algebra, trigonometry (plane and spherical), analytics, and calculus, all as covered in the higher-class textbooks, 40; PRACTICAL COMPUTATIONS, questions involving elementary mathematical knowledge and designed principally to test ability to use tables of logarithms and to make calculations quickly and correctly, 40; TRAINING AND EXPERIENCE, 20.

The use of a slide rule will *not* be permitted in this examination.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 98. Computer, Nautical Almanac Office and Naval Observatory, Navy Department.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (analytic, plane, and solid), algebra, trigonometry (plane and spherical), and calculus, all as covered in the higher class of textbooks, 40; ASTRONOMY, elementary questions in spherical and general astronomy, 20; PRACTICAL COMPUTATIONS, involving mathematical and astronomical knowledge, as indicated under the subjects of pure mathematics and spherical astronomy, but especially designed to test the competitor's ability to use tables of logarithms quickly and correctly, 40.

The use of a slide rule will *not* be permitted in this examination.

The supply of eligibles for this position has not been equal to the demand.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 99. Computer and estimator, Supervising Architect's Office.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND CONSTRUCTION, involving technical and practical knowledge of materials, elementary principles of architecture, and details of approved methods of construction, 20; SPECIFICATIONS, involving ability to write clear and short specifications, and to interpret them, 25; ESTIMATING, involving both quantities and prices, 20; TRAINING AND EXPERIENCE, 35.

No applicant will be admitted to this examination who does not receive a rating of 70 per cent or over in training and experience. The minimum qualifications in this subject which will entitle an applicant to enter the examination are a good general education and not less than two years' experience in practical architectural or construction work, and in the writing or interpretation of specifications and in estimating with either an architect, engineer, or a contractor engaged in first-class construction work.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary of more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 100. Confidential agents.**—(See secs. 240 and 243.)

**Sec. 101. Consular Service.**—Applicants for appointment to positions in the Consular Service should address the Secretary of State, Washington, D. C.

**Sec. 102. Custodian Service.**—This service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. In cities in which there are Federal buildings, except Washington, D. C., the positions of assistant custodian, assistant custodian-janitor; engineer (steam), first, second, and third class; elevator conductor, fireman, janitor, watchman, and similar positions for such public buildings are in the Custodian Service. Registers are made up for each city; and applicants who pass the examination have their names entered upon a register of eligibles and are certified for appointment to positions in the Federal building of that city when vacancies occur. Examinations are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the board of examiners at the Federal building in which employment is desired.

**Sec. 103. Customs Service.**—Apply for information concerning examinations for this service to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 36.)

**Sec. 104. Deputy United States marshal.**—(See provision of urgent deficiency act, approved October 22, 1913, in sec. 168.)

**Sec. 105. Diplomatic Service.**—Applicants for appointment to positions in the Diplomatic Service should address the Secretary of State, Washington, D. C.

**Sec. 106. District health officer.**—(See Physician, sec. 217.)

**Sec. 107. District inspector of locomotive boilers.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 108. Draftsman, apprentice, Ordnance Department at large, War Department.**—Age 17 to 21 years; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Applicants must indicate in their applications that they have had training and actual experience in mechanical drafting, obtained either in the drafting room of a manufacturing establishment, in drafting classes of day or night schools, or in drafting courses of correspondence schools. They must also indicate that they are familiar with the use of drawing materials, instruments, and the equipment of a mechanical drafting room. The applicant's statement in his application should indicate fully the training and experience he has had in drafting work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 36 and 213.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed. Apprentice draftsmen are not employed in the ordnance establishments at Augusta, Ga., and San Antonio, Tex.

**Sec. 109. Draftsman, architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of eight hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING AND DESIGN, involving the drawing of plans, elevations, and details for modern first-class buildings to scale according to given specifications, 30; FREE-HAND DRAWING, ORNAMENT AND PROJECTION, involving ability to make free-hand perspectives, large-scale free-hand drawings of styles of exterior and interior decoration and shadow casting, etc., 20; BUILDING MATERIALS AND CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings, of details of construction, and of specification forms for such work, 20; TRAINING AND EXPERIENCE, 30. Applicants will be allowed to bring tracing paper to the examination room for use in this examination.

Applicants who have had training and experience indicated below under (a) or (b) will be given ratings of 70 or more in that subject and will be admitted to the examination: (a) Graduates from approved technical schools in architecture, without other experience; (b) persons having not less than five years' experience in good architectural office work. Special training short of graduation in architecture will be considered equivalent to not more than two years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position ranges from \$1,200 to \$2,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,200. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 110. Draftsman, clerk, Land-Office Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of six hours each. The first four subjects will be given on the first day and the fifth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 40), 10; ARITHMETIC AND ELEMENTARY MATHEMATICS, questions involving ordinary school arithmetic and elementary questions in plane geometry and mensuration, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40),

10; PUBLIC-LAND SURVEYING, 20; DRAWING AND LETTERING, a specimen showing part of a land-office plat is given for reproduction to a certain scale, 40.

Persons who pass this examination will be eligible for appointment to clerical or draftsman positions in the Land-Office Service only in offices outside of the District of Columbia.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 111. Draftsman, copyist ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, six hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including arithmetic, elementary geometry, mensuration, and algebra, 30; DRAWING AND TRACING, 40; EDUCATION, TRAINING, AND EXPERIENCE, 30.

Applicants must have had a good common or high school education, including instruction in elementary mathematics and drawing.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in this position in the Bureau of Construction and Repair, Navy Department, Washington, D. C., and at navy yards and other establishments of the Navy Department outside of Washington, D. C., at entrance salaries ranging from \$2 to \$2.80 a day. (See sec. 18.)

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time, it will be announced.

**Sec. 112. Draftsman, copyist topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and five hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING, a specimen of topographic drawing will be given for reproduction in india ink, 50; LETTERING, tests of numbers and of short words in different styles of lettering are given, 50. The tests in drawing and lettering are identical with those given in the topographic draftsman examination. Competitors who take both examinations will take these tests but once. No submitted drawings will be accepted. (See sec. 121.)

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 113. Draftsman, engineer.**—(See Engineer and draftsman, structural, sec. 134.)

**Sec. 114. Draftsman, heating and ventilating.**—(See Engineer and draftsman, heating and ventilating, sec. 133.)

**Sec. 115. Draftsman, hull, Lighthouse Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 116. Draftsman, junior architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and eight hours, respectively. The first two subjects will be given on the first day and the remaining subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, elementary questions in materials and details of construction, 15; FREE-HAND DRAWING AND PROJECTION, elementary questions involving ability to draw perspective views, plans, and elevations of regular solids, examples of decoration, cast shadows, etc., 25; DRAWING, involving ability to draw neatly and correctly to scale, 40; TRAINING AND EXPERIENCE, 20.

Applicants who have had training and experience indicated below under (a), (b), or (c) will be given ratings of 60 or more in that subject and will be admitted to the examination: (a) Persons in their third year of an architectural course in an approved technical school; (b) persons who have taken a complete course in architecture in a correspondence school and have in addition had some suitable experience or study; (c) persons who have had not less than three years' experience in an architect's office.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 60 in that subject will not be admitted to this examination.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$840 or \$1,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$840. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time, it will be announced.

**Sec. 117. Draftsman, junior engineer, Engineer Department at large.**—Age, 18 years or over; application form, 1312; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: COMPUTATIONS, MATERIALS, AND STRUCTURAL DETAILS, 35; DRAWING AND DESIGN, 40; TRAINING AND EXPERIENCE, 25.

Applicants should have had at least a high-school education; should have had at least five years' experience as draftsman, two of which should have been on design; should be familiar with calculations, structural details, and shop practice in structural steel and reinforced concrete; and should be capable of preparing working drawings from the calculations and from written specifications and rough notes. Technical education will be accepted for not more than the first three years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors should provide themselves with a slide rule and drawing materials, other than paper, including a drawing board not less than 15 inches square. They should also bring to the examination room a Cambria, Carnegie, or other similar handbook for use in case it is allowed. If the use of a handbook is permissible it will be stated on the examination papers.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

**Sec. 118. Draftsman, mechanical, Ordnance Department at large, War Department.**—Age, 18 years or over; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 36 and 213.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed. Mechanical draftsmen are not employed in the ordnance establishments at Augusta, Ga., and San Antonio, Tex.

**Sec. 119. Draftsman, mechanical, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of seven hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MACHINE DESIGN, including arithmetic, algebra to quadratics, geometry, mensuration, logarithms, use of tables, elementary problems in mechanics, use of slide rule, materials used in machine construction, and practical calculations involving the interpretation of formulas and the correct working out of results in special cases, 30; DRAFTING, involving competent knowledge of machine construction and the ability to draw neatly to scale, 35; TRAINING AND EXPERIENCE, 35.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination.

Competitors who attain over 80 per cent in training and experience will be rated as first-class draftsmen; those who attain 80 per cent or under will be rated as second-class draftsmen. Eligibles in the first class are eligible to second-class positions and may be given preference in making appointments thereto, provided they state in their applications their willingness to accept appointment to the lower position.

First-class draftsmen must indicate in their applications that they have had not less than three years' good drafting-room experience, and in addition shopwork experience or on machine construction. A technical school training in civil, mechanical, or electrical engineering will be equivalent to two years' practical work.

Second-class draftsmen must indicate in their applications that they have had not less than two years in drafting room, or one year in drafting and one year in the shop or on construction. A technical school training in civil, mechanical, or electrical engineering will be accepted as equivalent to the two years' practice.

Competitors in this examination are allowed the use of a slide rule. They should also bring to the examination room Kent's or Supplee's Mechanical Engineer's or similar handbook for use in case it is allowed.

Applicants must be physically sound and in good health. (For further requirements see sec. 34.)

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 120. Draftsman, ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively, for each grade. Two grades of examination will be given for ship draftsmen.

**Grade 1.**—Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, pure and applied, covering geometry, mensuration, algebra, plane trigonometry, and use of logarithmic tables, 20; METHODS, MATERIALS AND SYSTEMS OF SHIP CONSTRUCTION, 20; DRAWING AND SCALE DIMENSIONED SKETCHES, 20; EDUCATION, TRAINING, AND EXPERIENCE, 40.

**Grade 2.**—Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, pure and applied, covering geometry, mensuration, algebra, plane trigonometry, and the use of logarithmic tables, 20; MATERIALS AND DETAILS OF SHIP CONSTRUCTION, 20; DRAWING AND TRACING, 20; EDUCATION, TRAINING, AND EXPERIENCE, 40.

As a prerequisite for these positions applicants must, in addition to having a fair general education, be, for *grade 1*, graduates of a technical school of good standing, with two years' experience in shopwork or drafting, or have had not less than five years' experience in shopwork of which three years shall have been in the drafting room; or be, for *grade 2*, graduates of or senior students in technical schools of good standing, or have had not less than three years' experience in shopwork of which at least one year shall have been in the drafting room.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in these positions in the Navy Department, Washington, D. C., and navy yards and other establishments of the Navy Department outside of Washington, D. C. The entrance salary for grade 1 ranges from over \$4 to \$5.04 a day; for grade 2, from \$3.28 to \$4 a day. Persons appointed from this examination are eligible to promotion in the service of the Navy Department to salaries of \$7.52, \$8, and, in a few cases, as high as \$10 and \$12 a day, depending upon the efficiency shown. (See sec. 18.)

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 121. Draftsman, topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the second and third subjects on the second day. Not more than five hours on the second day will be allowed for the work on lettering. The test in mathematics will be given on completion of the lettering test. No submitted drawings will be accepted. Subjects of examination and

relative weights of subjects on a scale of 100: **DRAWING**, a specimen of topographic drawing will be given for reproduction, in india ink, 35; **LETTERING**, tests of short words in different styles of lettering, and numbers are given, 35; **MATHEMATICS**, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 30.

The tests in drawing and lettering will be identical with the copyist topographic draftsman examination, so that those who intend to qualify both as topographic draftsmen and as copyist topographic draftsmen will take these tests but once and need file but one application, but should state therein that they desire both examinations. (See sec. 112.)

All competitors who attain an average percentage of 70 or more in the subjects of drawing and lettering will be eligible as copyist topographic draftsmen, and all who attain an average percentage of 70 or more in those subjects and a general average of at least 70 per cent in those subjects combined with mathematics, will also be eligible as topographic draftsmen.

The supply of eligibles for this position has not been equal to the demand.

All topographic draftsman positions in the departments in Washington are filled from this register, or, if there are no eligibles thereon, from the copyist topographic draftsman register.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 122. Draftsman, topographic, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of six and five hours, respectively. The first and second subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY MATHEMATICS**, comprising geometry, trigonometry, algebra, and mensuration, 20; **PLOTTING FROM FIELD NOTES**, 30; **DRAWING AND LETTERING**, 30; **TRAINING AND EXPERIENCE**, 20.

Applicants must indicate in their applications that they have had at least three years' experience in civil engineering work, or are graduates or are about to graduate in civil engineering from a reputable school.

Competitors who attain an average rating of less than 70 in the second and third subjects will not be eligible for appointment, and the remaining subjects of their examination will not be considered.

Each competitor should bring for use in the examination a protractor of radius  $2\frac{1}{2}$  to 4 inches showing  $\frac{1}{2}$  degrees—preferably two, of 2-inch radius and 5-inch radius, respectively—a scale 300 feet to the inch, a straightedge, triangles, and every other drawing material, except drawing paper, that will be needed to plot field notes to scale and make pen-and-ink drawings.

Applicants must be physically sound and in good health. (For further requirements see sec. 34.)

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 123. Drainage engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 124. Editorial clerk.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 125. Electrical engineer and draftsman, Supervising Architect's Office, Treasury Department.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 126. Electrician, Departmental Service.**—Age, 20 years or over; application and examination form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: **REPORT WRITING** (first grade, see sec. 40), 10; **PRACTICAL QUESTIONS**, covering the materials and the operation, mainte-



nance and repair of generators, switchboards, distribution wiring, motors, and auxiliary electrical apparatus used as equipment of public buildings, 65; **TRAINING AND EXPERIENCE**, 25.

Experience in the care, maintenance, repair, and operation of station storage batteries and lead burning is very desirable in this examination, and persons with such qualifications should state fully their experience in the application.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 127. Electrotypist, finisher, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING**, 6; **ARITHMETIC**, 6; **LETTER WRITING**, 6; **PENMANSHIP**, 6; **COPYING FROM PLAIN COPY**, 6 (all third grade, see sec. 42); **CORRECTION OF PROOF**, embracing the interpretation of proof-readers' marks, 20; **TRAINING AND EXPERIENCE**, rated on Forms 304 and 1747, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 128. Electrotypist, molder, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING**, 8; **ARITHMETIC**, 8; **LETTER WRITING**, 8; **PENMANSHIP**, 8; **COPYING FROM PLAIN COPY**, 8 (all third grade, see sec. 42); **TRAINING AND EXPERIENCE**, rated on Forms 304 and 1747, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 129. Electrotypist-stereotypist, Government Printing Service.**—This examination has been discontinued. (See electrotypist, finisher, sec. 127; electrotypist, molder, sec. 128; and stereotypist, sec. 255.)

**Sec. 130. Elevator conductor, Departmental Service.**—Age, 20 years or over; application and examination form, 304, including the medical certificate; time allowed, three hours. No person will be admitted to this examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING**, 10; **ARITHMETIC**, 10; **LETTER WRITING**, 10; **PENMANSHIP**, 10; **COPYING FROM PLAIN COPY**, 10 (all third grade, see sec. 42); **TRAINING AND EXPERIENCE**, 50. Under the subject of "experience," no credit will be given except for actual experience as elevator conductor, or as electric motorman or electric craneman, and applicants who have not had at least six months' such experience will not be admitted to the examination. If an applicant has had only six months' experience, that experience must have been gained within the twelve months just prior to the date of application.

**Applicants must fully indicate the kinds of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of experience.**

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

Persons appointed to the position of elevator conductor in the building of the State, War and Navy Departments will be required to provide prescribed uniforms at their own expense.

This examination will be held in the fall of 1915. (See secs. 1 and 2.)

For local services outside of the District of Columbia the examination will be held in the city in which, or in the vicinity of which, a vacancy exists. The examination will be held only when eligibles are needed, and will be duly announced.

**Sec. 131. Engineer, Indian Service.**—Age, 20 to 50 years; application and examination form, 304, including the medical certificate. Owing to the widely varying conditions in the various schools and agencies of the Indian Service, general engineering examinations will be given under the following separate branches. An applicant may take one or more than one of these, in his discretion. The prospects of appointment will be increased by passing more than one of the branches indicated.

In making application, applicants should state at the head of the application the exact title and also the particular branch or branches in which examination is desired in order that the proper papers may be shipped.

Experience will be rated on the statements in the application, satisfactorily corroborated. Applicants are required to file only one application form in case examination is desired in more than one branch, and they should state as definitely as possible the experience they have had which would tend to qualify them in the branches selected. The ratings in each branch will be determined separately, and a separate register will be maintained for each branch. Two or three days will be required in case more than two branches are taken. Not more than two branches may be taken on any one day. Subjects of examination and relative weights of subjects on a scale of 100, under each branch, are as follows:

**Branch 1.—STEAM ENGINEERING;** time allowed, three hours. PRACTICAL QUESTIONS, covering installation, repair, and operation of boilers and steam engines and pumps, 60; TRAINING AND EXPERIENCE in handling steam engines and boilers and pumps, 40.

**Branch 2.—ELECTRICAL ENGINEERING;** time allowed, three hours. PRACTICAL QUESTIONS, covering generators and motors, switchboard apparatus, wiring for lighting and power, 60; TRAINING AND EXPERIENCE in handling electrical apparatus, 40.

**Branch 3.—HEATING;** time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering heating by hot water and exhaust or live steam, 60; TRAINING AND EXPERIENCE in handling heating plants, 40.

**Branch 4.—REFRIGERATION;** time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering systems of refrigeration and operation of necessary apparatus, 60; TRAINING AND EXPERIENCE in handling refrigerating apparatus, 40.

**Branch 5.—GAS AND GASOLINE ENGINES;** time allowed, two hours. PRACTICAL QUESTIONS, covering operation of gas and gasoline engines, 60; TRAINING AND EXPERIENCE in handling gas and gasoline engines, 40.

**Branch 6.—HYDRAULICS;** time allowed, two hours. PRACTICAL QUESTIONS, covering operation of water turbines and water wheels, 60; TRAINING AND EXPERIENCE in handling turbines and water wheels, 40.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.) (For information concerning the Indian Service, see sec. 33.)

**Sec. 132. Engineer and draftsman, civil.**—(See Civil engineer and draftsman, sec. 84.)

**Sec. 133. Engineer and draftsman, heating and ventilating, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN HEATING AND VENTILATING, involving a competent knowledge of mathematics and plumbing, and of heating and ventilation of buildings, both theoretical

and practical, 35; **DRAWING AND DESIGN**, involving ability to design and draw plans, etc., for the heating and ventilating plants of modern public buildings, 35; **TRAINING AND EXPERIENCE**, 30.

Applicants must have had not less than four years of practical experience in the designing or installation of heating and ventilating systems in large buildings. A technical degree in heating and ventilating engineering will be considered equivalent to not over two and one-half years of the four specified.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors who fail to attain an average rating of at least 70 in the first two subjects will not be eligible for appointment.

The entrance salary of this position is \$1,200 a year.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 134. Engineer and draftsman, structural, Supervising Architect's Office, Treasury Department.**—Age, 23 years or over; application form, 1312; time allowed, two days of seven and one-half and seven hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: **PRACTICAL QUESTIONS IN ENGINEERING CONSTRUCTION**, 70; **TRAINING AND EXPERIENCE**, 30.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule, and should bring for use throughout the examination a Carnegie, Cambria, or Bethlehem handbook. Explicit instructions regarding the use of handbooks in the examination will be printed on the sheets. Each competitor should also bring a drawing board 18 inches square, and drawing instruments.

The duties of this position are confined to the engineering problems involved in first-class building construction. The examination will consist of practical questions based upon the work required, particular attention being paid to fireproofing and waterproofing, and to designing in steel and reenforced concrete, including foundations. Applicants must have had not less than five years' practical experience, of which at least two years should be in either steel designing (not merely detailing) or construction work. A degree in civil engineering from a technical school of recognized standing will be considered as equivalent to not more than two years of the five years above mentioned.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 135. Engineer, chief marine, Coast and Geodetic Survey.**—Age, 25 to 45 years; application and examination form, 1800. No educational test is required. Each applicant must submit with his application a license from the Steamboat-Inspection Service or a certificate from that service showing the character of the license which is held by him, and must give in his application the names and tonnages of vessels upon which he has been employed.

An eligible selected for appointment will, upon reporting for duty, be given a physical examination by a medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

Applications for this examination may be filed at any time.

**Sec. 136. Engineer Department at large.**—All positions under the Engineer Department at large, except as provided in paragraph (c) below, are under one of two headings—those requiring an educational test, known as “educational positions,” and those requiring no educational test, known as “noneducational or trades positions.”

(a) The positions requiring an educational test are—

Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500). Junior engineers (civil, mechanical, or electrical); these employees may perform the duties of inspectors, overseers, surveyors, hydrographers, computers, designers, draftsmen, levelmen, recorders, sextant observers, topographers, transmitters, etc., and may also be employed in any clerical position. Surveyors, including those performing the duties of transmitters, levelmen, and the like, when of class 2 or higher class (salary \$1,400 or more). Draftsmen, junior engineer and higher grades, engravers, lithographers, and similar positions when of class 3 or higher class (salary \$1,600 or more). Clerks (including copyists), bookkeepers, stenographers and typewriters, messengers, messenger boys, timekeepers, watchmen, skilled laborers, and elevator conductors. Scientists, specialists, and employees in positions not specifically referred to herein as of noneducational class, or excepted from classification, will be considered of educational class unless authority to class as noneducational is given by the Chief of Engineers.

(b) The “noneducational or trades positions” requiring no educational tests are—

Superintendents of class 4 (salary \$1,800 to \$2,000); these positions are to be restricted to the few cases in which conditions of work necessitate the appointment of those especially qualified by training and experience for the particular duty to be performed, but who have not the technical nor the theoretical education required for superintendents of the educational class, class 5 (salary \$2,000 to \$2,500). Inspectors and overseers of class 3 (salary \$1,600 to \$1,800); these positions are intended, primarily, to provide for inspectors and overseers who have heretofore been considered as of the educational class by reason of the rate of pay required to secure their services, but who have not the theoretical training to permit of their being properly classified in the “junior engineer” grade. Inspectors and overseers of class 2 or lower class (salary less than \$1,600); these positions relate to duties requiring experience and special skill, but not necessarily technical educational training. Foremen, including those performing duties of master laborer, master workman, master carpenter, and the like. Surveyors, including those performing the duties of transmitters, levelmen, and the like, when of class 1 or lower class (salary less than \$1,400). Masters, mates, pilots, steam engineers, and similar positions, which in private employ require a license from the Office of Steamboat Inspection, and applicants for these positions are required to have such a license. Surveyors (who may perform duties of transmitters, levelmen, recorders, rodmen, chainmen, and the like), and receivers of material, when of class D or lower class (salaries less than \$1,000). Engravers, lithographers, transferrers, shaders, and similar positions, when of class 2 or lower class (salary less than \$1,600). All the mechanical trades. All employees performing the duties of blasters, boarding masters, brakemen, bridge tenders, cement testers, concrete finishers, cranesmen, dam and valve tenders, deputy inspectors, divers, dredge engineers, electricians, enginemen (including all steam engineers not licensed), fort keepers, gardeners, gauge readers, handymen, helpers, janitors, leadsmen, light keepers, linesmen, lock masters, lockmen, powdermen, riggers, shipkeepers, stewards, strikers, telegraph and telephone linemen, trackmen, truckmen, and similar positions.

All positions of draftsman below the grade of junior engineer draftsman in the Engineer Department at large are filled through an examination consisting of a rating on training and experience and a rating on submitted specimens of drawing and lettering, the two elements having equal weights in the total rating. Examinations

will be announced when eligibles are needed. Application blanks (Form 1312) will not be distributed until an examination has been announced. Promotion to the position of junior engineer draftsman will be made upon noncompetitive examination after not less than one year's service, provided the applicant's training and experience are such as to qualify him for the higher position.

(c) The unclassified positions.

All unskilled laborers and those employed in positions such as the following are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen: Apprentices to the mechanical trades, axmen, bakers, boatmen, charwomen, cooks, cooks' helpers, deck hands, derrick hands, dredge hands, drillmen, drivers, floormen, hostlers, lamplighters, laundresses, oilers, sailors, scowmen, stevedores, stokers, teamsters, waiters, and weavers.

All unclassified employees are of class A or B (salaries less than \$840). If necessity arises for a higher rate of pay for any of the positions named in the preceding paragraph than is allowed in class B, and such employment is authorized by the Chief of Engineers, the position becomes a classified one, and the appointment must be made as for other employees in noneducational or trades positions.

Positions requiring an educational test, if not filled by reemployment from "furlough without pay," from "laid off," or by reinstatement, transfer, or promotion, will be filled by certification from the eligible registers of the Civil Service Commission. Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500) will be appointed by promotion. Draftsmen of the grade of junior engineer draftsman or higher grade are certified either from the junior engineer or draftsman registers. In positions requiring no educational tests, vacancies which can not be filled by reemployment from "furlough without pay," from "laid off," or by reinstatement, transfer, or promotion, with exceptions noted below, will be filled by officers in local charge of engineering districts from lists prepared by local civil-service boards or from registers maintained in offices of civil-service district secretaries (see sec. 36). Superintendents of class 4 (salary \$1,800 to \$2,000) will be appointed by promotion. Special inspectors or overseers of class 3 (salary \$1,600 to \$1,800) will be appointed by promotion from inspectors or overseers of class 2 (salary \$1,400 to \$1,600), or by reclassification of those now in the service.

Apply for information concerning employment in any of the mechanical trades, or other positions not requiring educational tests, to the board of examiners for the Engineer Department at large in the engineer district in which employment is desired.

Boards for this service are located at the following places:

Albany, N. Y.	Kansas City, Mo.	Pittsburgh, Pa.
Baltimore, Md.	Little Rock, Ark.	Portland, Oreg.
Boston, Mass.	Los Angeles, Cal.	Rock Island, Ill.
Buffalo, N. Y.	Louisville, Ky.	St. Louis, Mo.
Charleston, S. C.	Manila, P. I.	St. Paul, Minn.
Chattanooga, Tenn.	Memphis, Tenn.	San Francisco, Cal.
Chicago, Ill.	Milwaukee, Wis.	San Juan, P. R.
Cincinnati, Ohio.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	Montgomery, Ala.	Seattle, Wash.
Dallas, Tex.	Nashville, Tenn.	Vicksburg, Miss.
Detroit, Mich.	New London, Conn.	Washington, D. C.
Duluth, Minn.	New Orleans, La.	Wheeling, W. Va.
Galveston, Tex.	Newport, R. I.	Wilmington, Del.
Grand Rapids, Mich.	New York, N. Y.	Wilmington, N. C.
Honolulu, Hawaii.	Norfolk, Va.	Yellowstone Park, Wyo.
Jacksonville, Fla.	Philadelphia, Pa.	

All clerical and professional positions are filled from appropriate registers of eligibles or from specially announced examinations. (See sec. 44.)

**Sec. 137. Engineer, stationary steam, Departmental Service.**—This examination will be given only when eligibles are needed. (See sec. 44.)

**Sec. 138. Engraver, copperplate map, Geological Survey and Coast and Geodetic Survey.**—Age, 18 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. No educational test is required. Applicants are rated upon the character and degree of excellence of samples of engraving, which must be submitted with their applications. The samples should show the quality of the applicants' work in lettering, water lines, contour lines, hill shading, sanding, culture, and other map features. Their experience and the nature of their previous employment will be considered.

**Sec. 139. Engraver, script, square letter, and vignette, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. Applicants are required to file only one application in case examination is desired in more than one kind of engraving. No educational test is required. Applicants are rated upon the character and degree of excellence of the samples of engraving, which must be submitted with their applications. Their experience and the nature of their previous employment may be considered.

**Sec. 140. Engrossing clerk, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 141. Examiner of surveys, General Land Office.**—(See Surveyor, General Land Office, sec. 263.)

**Sec. 142. Farmer, Indian Service.**—From the list of eligibles resulting from this examination appointments will also be made to the position of industrial teacher, male. Age, 21 to 50 years; application form, 304, including the medical certificate; time allowed, six and one-half hours. If the competitor desires to take the examination for both the eastern and western districts, one hour additional will be allowed for the additional sheet of practical questions in farming. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, 5; FARM ECONOMY, relating to farm implements, appliances, machinery, and construction of farm buildings, 20; PRACTICAL QUESTIONS IN FARMING, embracing operations with soils, crops, and timber, in dairying, stock raising, orcharding, and gardening as applied to general farming, 30; KEEPING ACCOUNTS, 5; TRAINING AND EXPERIENCE IN FARMING AND CARPENTRY, rated on Form 304 and corroborative evidence, 35.

Applicants who fail to show training and experience which entitles them to a rating of 70 per cent in the sixth subject will not be admitted to the examination. (For further requirements see sec. 33.)

Applicants should make a full and detailed statement of any experience they have had in farming by irrigation. The number of years so engaged, the character of the crops grown, the acreage irrigated, and the place or places where the experience was obtained must be fully shown. Eligibles who have had such experience will usually be first certified for appointment.

In rating the subject of training and experience special credit will be given graduates of recognized agricultural colleges and those experienced in handling farm help. This experience is considered valuable, as the farmer in the Indian Service is expected to lead Indians in agricultural lines, awakening in them interest in their work.

For purposes of examination and certification the country will be divided into four districts, the first of which will include the States of Idaho, Montana, Oregon, Washington, Wyoming, and the Territory of Alaska; the second, the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and the Territory of Hawaii;

the third, the States of Connecticut, Illinois, Indiana, Iowa, Maine, Massachusetts, Michigan, Minnesota, Nebraska, New Jersey, New Hampshire, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, and Wisconsin; and the fourth district, the States of Alabama, Arkansas, Delaware, Florida, Georgia, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, and the Island of Porto Rico.

Applicants residing in the western districts (first and second) will be given practical questions in farming appropriate to that portion of the United States, and applicants residing in the eastern districts (third and fourth) will be given practical questions in farming appropriate to the eastern districts, unless in any instance an applicant indicates in answer to Question 1 of his application that he desires to be examined for both the eastern and the western districts.

Certifications will be made for filling vacancies as they may occur—first, of those eligibles who are residents of the district in which the vacancy exists, and, second, of those who are residents of other districts and who have taken the examination for the district in which the vacancy exists.

The Indian Office has experienced considerable difficulty in securing a sufficient number of unmarried farmers, it being impossible in some instances to provide quarters for married men and their families.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 143. Farmer, with knowledge of irrigation, Indian Service.**—This examination has been discontinued. (See Farmer examination, sec. 142.)

**Sec. 144. Federal Reserve Board.**—Positions under this board are not in the competitive classified service. For information apply to the Federal Reserve Board, Washington, D. C.

**Sec. 145. Federal Trade Commission.**—With the exception of the secretary, the clerk to each commissioner, the attorneys, and such special experts and examiners as the commission may, from time to time, find necessary for the conduct of its work, all employees of this commission are in the competitive classified service, and vacancies are filled in the same manner as those occurring in other competitive positions.

**Sec. 146. Field clerk (minor), Reclamation Service.**—From the list of eligibles resulting from this examination appointments will be made to the position of minor field clerk in the Reclamation Service. Both men and women will be admitted to the examination. Age, 18 years or over; application form, 1371; time allowed for basis subjects, four hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which, if either, of the optional subjects named below they desire to take, and additional time as indicated will be allowed for the subjects in which examination is given.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 25; LETTER WRITING, 25; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 20. (All second grade, see sec. 41.)

Competitors who so request in answer to Question 1 of their applications may also be examined in either or both of the following optional subjects: (1) STENOGRAPHY. Time, one hour. In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the

accuracy of the transcript. (2) **TYPEWRITING**, consisting of copying from rough draft, 30; copying from plain copy, 30; time, 40. (See sec. 245 for description of tests.) One hour will be allowed for this subject, but if the competitor requires more than 35 minutes no credit will be given for the time consumed on the typewriting sheets.

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects; (2) of eligibles having the highest ratings on the basis subjects and one of the optional subjects combined, giving the basis a weight of 2 and the optional considered a weight of 1; (3) of eligibles having the highest rating on one of the optional subjects and who have also passed on the basis subjects; and (4) of eligibles having the highest total ratings on the basis and optional subjects combined. In making certification as above indicated, no optional in which the rating is less than 50 per cent will be considered. If the needs of the service at any time require only persons who are qualified in one or both of the optional subjects, competitors will be required to take such subject or subjects and to attain a rating of at least 50 therein in addition to an average of 70 in the basis subjects in order to become eligible for appointment.

Persons appointed from this examination will not be promoted beyond \$900 a year without further examination. Appointments will be made for the field service only, and appointees will have no status for transfer without further examination. Appointments to positions paying more than \$900 a year will be made from other examinations, such as Bookkeeper (see sec. 69), Clerk; Forest and field clerk (see sec. 149), Stenographer and typewriter (see sec. 251), etc.

This examination will be held as frequently as the needs of the service require. Application blanks may be secured from the district secretary of the eighth, tenth, eleventh, or twelfth civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 36.)

In filling vacancies in this position preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 147. Field matron, Indian Service.**—Applicants must be in good health and physically robust, as the work is arduous; in many places it requires long drives or horseback rides visiting Indian families. As the duties of a field matron are such that she is frequently required to be away from her headquarters over night attending sick Indians, it is not deemed advisable to appoint to this position any person who has dependents who would necessarily have to accompany her to the post of duty, and persons so situated should not enter the examination. From the list of eligibles resulting from this examination certification will also be made to the position of female industrial teacher. Age, 25 to 45 years; application and examination form, 1312, including the medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **KEEPING ACCOUNTS**, memoranda of domestic supplies with or without cost are given and the competitor is required to make proper entries in accounting therefor, etc., 5; **ESSAY**, relating to the Indian's mode of living, etc., 5; **ELEMENTARY SEWING**, practical questions relating to methods, stitches, etc., and the making of a sample of elementary sewing, 10; **COOKING AND GENERAL HOUSEHOLD MANAGEMENT**, including care of food, its preparation and nutritive value, and housekeeping, 15; **SANITATION, HYGIENE, CARE OF THE SICK, AND CARE AND FEEDING OF CHILDREN**, embracing matter relative to water supply, disposal of waste, etc., use of disinfectants, and home nursing, 15; **HOME GARDENING AND POULTRY RAISING**, 5; **METHODS OF SOCIAL WORK**, relating to social conditions and civic betterment, etc., 5; **TRAINING AND EXPERIENCE**, 40.

Applicants must clearly indicate in their applications what experience, if any, they have had in the management of their own homes or in the instruction and training



of others in the household arts. They must answer fully what experience and training, if any, they have had in (a) cookery, (b) household sanitation, (c) sewing, (d) care of the sick, (e) care and feeding of infants, (f) home gardening and poultry raising, and (g) social work, such as reform, settlement, alms, civic betterment, or any similar line of work.

A part of the examination will be the making, by each competitor, of a sample of elementary sewing at the examination. This test is a part of the third subject. Each competitor must bring needle, scissors, thimble, thread (No. 50 or 60), and a piece of white muslin 8 by 12 inches for sample work.

(For information concerning the Indian Service, see sec. 33.)

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 148. Fish culturist, Bureau of Fisheries.**—Age, 20 to 45 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 40), 20; PENMANSHIP, 15; REPORT WRITING (first grade, see sec. 40), 25; PRACTICAL QUESTIONS IN FISH CULTURE, AQUATIC BIOLOGY, AND PHYSICS, 30; TRAINING AND EXPERIENCE, 10.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the weights indicated above, and also a rating of at least 70 in the fourth subject, will not be eligible for appointment.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for a college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Fish culturist at large, \$900 to \$960 a year; fish culturist, \$900 a year; assistant messenger, car service, \$900 a year; messenger, car service, \$1,000 a year; and foreman of station, \$900 to \$1,200 a year.

Persons appointed as a result of this examination are, after satisfactory service, eligible to promotion without further examination to the following positions in the Bureau of Fisheries: Car captain, \$1,200 a year; superintendent of station, \$1,500 a year; and field superintendent, \$1,800 a year.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

(See Apprentice fish culturist, sec. 52.)

**Sec. 149. Forest and field clerk.**—From the list of eligibles resulting from this examination appointments will be made to the position of forest clerk in the Forest Service and positions requiring the qualifications tested by the examination in other branches of the service. Both men and women will be admitted to this examination, but women will not be employed as forest clerks. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office. Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of forest clerk; application form, 1371; time allowed, seven and one-half hours. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 5; STENOGRAPHY, 25; COPYING FROM ROUGH DRAFT (typewriting, see sec. 245), 10; COPYING FROM PLAIN COPY (typewriting, see sec. 245), 5; TIME (see sec. 245), 10; ELEMENTS OF BOOKKEEPING, 20; ARITHMETIC (first grade, see sec. 40), 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 10.

In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70

per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

The forest and field clerk examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 36.)

In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 150. Forest assistant, Forest Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first four subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **SILVICULTURE**, comprising silvics, improvement of forests, methods of cutting for reproduction, artificial reforestation, etc., 20; **ECONOMICS AND LAW**, comprising direct and indirect importance of forests, public-land laws, special forest laws, etc., 5; **FOREST MANAGEMENT**, comprising forest finance, forest regulation, working plans, application of organized forestry, control of grazing, etc., 10; **FOREST PROTECTION**, comprising protection from fire, control of forest insects, fungous diseases, etc., 5; **LUMBERING**, comprising estimating of timber, scaling, logging, transportation of logs, manufacture of forest products, etc., 15; **ENGINEERING**, comprising plane and topographic surveying, and the construction of roads, trails, etc., 10; **DENDROLOGY**, comprising the botanical classification and characteristics of forest trees, 10; **FOREST PRODUCTS**, comprising the utilization and preservation of wood, 5; **TRAINING AND EXPERIENCE** in theoretical and practical forestry, 20. Applicants must show in their applications all the theoretical and practical training and experience they have had. In order to receive a rating of 60 per cent on this subject, which is necessary for admission to the examination, applicants must have had the following minimum training and experience: (a) Not less than one full school year's theoretical and practical training in forestry at a forest school or at an established department of forestry in an institution of collegiate grade, or the full equivalent of such training; (b) for those who have not attended forest schools, not less than two years' experience in practical forestry work in the field.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 151. Forest assistant, Philippine Service.**—Age, 20 to 40 years; application form, 2, including medical certificate. Subjects and weights identical with those for forest assistant, Forest Service. (See sec. 150.) Usual entrance salary, \$1,400. Field expenses are allowed appointees when absent on duty from their permanent station. (For further requirements see sec. 35.)

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 152. Forest Service.**—On December 17, 1904, the President issued an order which classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, and it was provided that forest supervisors and rangers should be selected, when practicable, from qualified citizens of the States or Territories in which the said forests, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service under the direction and control of the Forester.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, scaler, forest ranger, assistant forest ranger, forest guard, planting assistant, and clerk.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, forest assistant, or other person eligible for promotion.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant. Clerks, forest assistants, lumbermen, assistant forest rangers, and planting assistants are appointed through competitive examination. With the exception of the examination for forest assistant, which is usually held annually, examinations for this service are held only when eligibles are needed. (See secs. 149 and 150.)

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires or when other special work requires additions to the regular forest force. Persons thus employed are known as forest guards and temporary laborers, and serve only as long as required.

No examination is required for the position of forest guard. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

**Sec. 153. Freedmen's Hospital.**—The following positions now existing and any similar positions which may be hereafter created in this hospital will be filled through noneducational examination:

Cook, head; cook, second; cook, third; drivers; laborers; laundresses; laundrymen; maids; orderlies; pupil nurses; waiters.

Applicants must be physically healthy and of good moral character. Applicants for the position of pupil nurse must be between 21 and 35 years of age, and for other positions between 18 and 35 years of age, except that preference claimants may be examined without regard to age. (See sec. 301.)

Positions other than those mentioned above will be filled from certifications made from registers maintained by the Civil Service Commission. General registers will be used as far as possible and due publicity will be given to any examination announced especially for filling positions in the Freedmen's Hospital.

Applications for positions for which noneducational examinations are given can be obtained from the Secretary of the Board of Examiners at the Freedmen's Hospital, Washington, D. C., and when fully executed should be returned to him. Applications may be filed at any time, but registers will be established on the first of January, April, July, and October of each year unless lack of eligibles necessitates the rating of papers at other times.

**Sec. 154. Geologic aid, and assistant geologist, Geological Survey.**—Age, 20 years or over; application form, 1312.

The examination will consist of two parts, which will be given on consecutive days. Competitors for the position of geologic aid will be examined only in Part I; competitors for the position of assistant geologist will be required to take both Parts I and II of the examination. If a competitor attains an average of less than 70 per cent in Part I, the second part of his examination will not be considered. An applicant who desires to apply for both positions need file but one application.

Competitors who pass Part I of the examination will be eligible for appointment to the position of geologic aid, in which the salaries paid will range from \$60 to \$100 a month when actually employed; those passing both Parts I and II will be eligible for appointment to the position of geologic aid and also that of assistant geologist,

in which the salaries will be from \$1,200 a year up. The salaries in either position will depend on the experience and qualifications of the appointees. Geologic aids who have passed Part II in a previous examination will not be required to pass again the examination for assistant geologist in order to gain eligibility for promotion to that rank.

**Geologic aid, and assistant geologist (Part I).** Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY, PHYSICS, AND MATHEMATICS, 20; FRENCH OR GERMAN, translation into English of scientific matter, 10; INTERPRETATION OF GEOLOGIC AND TOPOGRAPHIC MAPS, 25; GENERAL GEOLOGY AND MINERALOGY, 30; TRAINING AND EXPERIENCE, 15.**

**Assistant geologist (Part II).** Subjects of examination and relative weights of subjects on a scale of 100: **ESSAY on a geologic subject, accompanied by drawings (both English composition and drawing will be rated on this subject), 30; GEOLOGY, special subjects: (a) Economic geology; (b) paleontology; (c) petrology; (d) stratigraphy; (e) underground water. (The competitor may select any one or more of these special subjects as a part of his examination. The order in which the special subjects will be given will be determined at the time of the examination and can not be stated in advance. Three and one-half hours are allowed for each special subject taken, and generally it will be practicable to give the competitor one of these subjects on the second day of the examination. The remaining special subjects will be given on the following days. Separate registers of eligibles will be established for each of the special subjects, and the name of a competitor will be entered upon the register of each examination which he passes), 40; TRAINING AND EXPERIENCE, 30.**

In answer to Question 1 of the application applicants must state which examination they desire to take. Those who apply for the assistant geologist examination must also state the special subjects mentioned in the second subject in which they desire to be examined. Applicants who have previously passed the geologic aid examination and desire to qualify for the position of assistant geologist will not be required to take Part I of the examination. They may, if they desire, take Part I after approximately one year in order to renew their eligibility on the geologic aid register.

One day will be allowed all competitors for Part I of this examination. On the second day those competitors who take the assistant geologist examination will be given the first subject of Part II, and also, if practicable, one of the special subjects mentioned in the second subject. The remaining special subjects will be given on following days.

It is not probable that these examinations will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 155. Geological Survey.**—Temporary field positions in the Geological Survey are graded as follows:

*Grade 1.*—Geologic field assistant, hydrographic field assistant, topographic field assistant, triangulation field assistant, transitman, levelman.

*Grade 2.*—Rodman, chainman, recorder, collector.

*Grade 3.*—Teamster, packer, cook, camp laborer, etc.

*Grade 4.*—Assistants doing occasional work.

Temporary employees for positions in grade 1 must be selected from the registers of the Civil Service Commission as far as practicable.

Positions in grade 1 may be filled by selections outside the civil-service registers in the following cases:

(a) When there are no eligibles on the appropriate register who will accept such employment.

(b) When the character of the field service is such that special qualifications are essential and these qualifications are not possessed by any eligibles. This condition

applies especially to positions with parties in Alaska and the more remote parts of the West where experience as a boatman or horseman may be essential.

(c) When an unforeseen emergency arises during the progress of the field work necessitating the immediate filling of the position. Cases of this kind may be due to the position of assistant becoming vacant through the incompetency or disablement of the incumbent or through necessary rearrangement of parties.

Temporary *employment* for positions in grade 2 may be made for the field season without examination. The positions in this grade, by reason of their duties, are within the competitive service; but because of the brief period of employment appointments through examination at the present time are considered impracticable.

Temporary *employment* for positions in grade 3 may also be made without examination for the field season, as the positions in this grade are mostly unclassified and remote from the cities where registers for unclassified laborers are maintained, and in such cases where the duties are partially those of classified positions the brief periods of *employment* make appointments through examinations impracticable.

As appointments to grade 4 are for occasional services only and are given to residents in the particular place at which such services are desired, and as the compensation is merely nominal and not sufficient to provide for the support of any person, no examination will be required.

Persons desiring appointment to temporary positions in the field force of the Geological Survey, where such appointment is permissible without examination as shown above, should apply to the Director of the Geological Survey, Washington, D.C.

(For technical examinations held for positions in the Geological Survey, see sec. 154, 159, 174, 179, and 274.)

**Sec. 156. Government Hospital for the Insane.**—Apply for information concerning employment in the positions of attendant and classified laborer to the secretary of the board of examiners at the Government Hospital for the Insane, Washington, D.C.

**Sec. 157. Guard, United States Penitentiary Service.**—Age, 21 to 60 years; application form, 304. The medical certificate in Form 304 must be executed. Time allowed, three hours. For the penitentiary at McNeil Island, Wash., applications will not be accepted from persons who are not at least 5 feet 8 inches in height and 145 pounds in weight; and for other penitentiaries from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight. The commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, those of persons who have flatfoot, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage, and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination and relative weights on a scale of 100 are: SPELLING, 10; ARITHMETIC, 5; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); PHYSICAL ABILITY, 20; TRAINING AND EXPERIENCE, 40.

There are three United States penitentiaries in which guards are employed—at Fort Leavenworth, Kans., Atlanta, Ga., and McNeil Island, Wash. Residents of the States of Washington and Oregon and the northern judicial district of California are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge of such institution, who will be communicated with concerning the applicant's fitness for employment as a guard in a United States penitentiary.

Appointments to the position of watchman in the Bureau of Engraving and Printing, Washington, D. C., are made from the register established for the position of guard. Competitors who wish to be considered for positions in the Bureau of Engraving and Printing should have the county officer's certificate executed and meet the residence and domicile requirements specified in section 18.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time, it will be announced.

**Sec. 158. Horticulturist.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 159. Hydrographic engineer, Geological Survey.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 160. Immigrant inspector, Immigration Service.**—From this examination the positions of immigrant inspector and Chinese inspector will be filled. Age, 20 to 55 years; application form, 1312; time allowed, seven and one-half hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 15 (all first grade, see sec. 40); COPYING FROM PLAIN COPY, 5 (second grade, see sec. 41); PRACTICAL QUESTIONS IN THE IMMIGRATION AND CHINESE-EXCLUSION LAWS AND REGULATIONS, 30; TRAINING AND EXPERIENCE, 20.

Competitors who fail to receive a rating of at least 70 in the subject "Practical questions in the immigration and Chinese-exclusion laws and regulations" will not be eligible for appointment, and the remaining subjects will not be rated. Copies of the immigration and Chinese-exclusion laws may be obtained from the Department of Labor, Washington, D. C.

It is desired to secure persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request in answer to Question 1 of their applications may also be examined in one or both of the following optional subjects: (1) STENOGRAPHY AND TYPEWRITING, including the stenography and typewriting tests of the examination for stenographer and typewriter. Stenography will be given a weight of 30, and the typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 245 and 250 for description of tests.) A competitor who attains a rating of less than 70 in stenography, or an average rating of less than 70 in the three typewriting tests, and time, with the weights indicated above, will not be eligible in this optional. Time, not to exceed two hours and ten minutes. (2) INTERPRETING one or more of the following languages: Arabic, Armenian, Assyrian (Arabic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindu, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Arabic), Turkish, Yiddish (Hebrew jargon). Applicants who desire to qualify in one or more of these languages will, upon notice to that effect, be furnished a copy of Form 1141, and the languages selected must be specifically named in answer to Question 1 of Form 1141 or Form 1312. No educational test in the languages will be given, but the rating in the language will be based upon the statements of the persons whose names and addresses the applicant furnishes

on Form 1141, who can read and speak the language concerning which they vouch. At least two, but not more than three, names of persons must be furnished by the applicant for each language in which he desires to qualify. The same person may vouch for as many different languages as he is able to read and speak. No credit will be given for any language in which a rating of less than 70 per cent is received.

A register will be established containing the names of all competitors who become eligible on the basis subjects, and separate registers of those who are eligible on the basis and one of the optional subjects.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States will be divided into four districts, the Mississippi River to be the dividing line north and south, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California to be the dividing line east and west. (For mounted inspector, Immigration Service, on the Mexican border see sec. 207.)

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 161. Income tax.**—Positions under the income-tax law in the Treasury Department at Washington, D. C., below the grade of chief of division are in the competitive classified service, and appointments to such positions will be made in the same manner as to other classified positions. Until October 3, 1915, positions under this law in the field outside of the Treasury Department at Washington, D. C., will be filled under such regulations as may be prescribed by the Secretary of the Treasury. On and after October 3, 1915, positions in the field (except as provided in sec. 168), as well as those in the headquarters at Washington, D. C., will be filled from the eligible registers of the commission.

**Sec. 162. Indian Insane Asylum.**—The board of examiners for this asylum has been abolished. Positions in this asylum are filled from appropriate eligible registers for the Departmental and Indian Services.

**Sec. 163. Indian Irrigation and Allotment Services.**—All positions in these services are classified and subject to examination except those hereafter mentioned under the heading "Unskilled laborers." The positions are divided into two general classes—first, those requiring an educational test, and, second, those requiring no educational test, and known as trades positions.

*Educational positions.*—The principal positions requiring an educational test are: Engineers; assistant engineers; junior engineers; surveyors; draftsmen; clerks, bookkeepers, stenographers, skilled laborers, copyists, and typewriters; specialists or experts. Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission.

*Trades or noneducational positions.*—Supervisors of ditches; superintendents of construction or grading; foremen; timekeepers; rodmen, chainmen, and similar positions; carpenters, blacksmiths, masons, and sawyers. All employees performing special duties, such as concrete finishers, cranesmen, dam and head-gate tenders, dredge engineers, ditch riders, electrical assistants, enginemen, line riders, powdermen, riggers. The employment of Indians in any of these positions is permissible without registration.

Applications for these positions are to be made to local boards of examiners.

Local boards of examiners have been constituted by the commission at the following points: California—Office of Chief Engineer, Federal Building, Los Angeles, Cal. New Mexico—Office of Superintendent of Irrigation, Albuquerque, N. Mex. Oregon—Office of Superintendent of Irrigation, Klamath Agency, Oreg. South Dakota—Office of Special Allotting Agent, Pierre, S. Dak. Utah—Office of Superintendent of Irrigation, Myton, Utah. Washington—Office of Special Allotting Agent, Nespelem, Wash.; Office of Superintendent of Irrigation, Toppenish, Wash. Wyoming—Office of Superintendent of Irrigation, Wind River, Wyo.

**Unskilled laborers.**—Unskilled laborers, such as apprentices in mechanical trades, axmen, bakers, cooks, derrickmen, drillmen, drivers, hostlers, teamsters, etc., to be appointed by the engineer in charge without examination.

**Sec. 164. Indian reservation superintendent, Indian Service.**—Age, except employees of the Indian Service, 25 years or over; application form, 2118, including the medical certificate.

Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.

Applications, with the accompanying examination material, will be rated and the register replenished quarterly, as soon as practicable after the first of January, April, July, and October. To receive consideration for a particular quarter, applications must be filed not later than the fifteenth of the preceding month. Subjects of examination and relative weights of subjects on a scale of 100: GENERAL EDUCATION AND SPECIAL TRAINING, 30; SPECIAL EXPERIENCE AND FITNESS, 40; ESSAY, 10; THESIS, 20.

The requirements of this examination demand that those who obtain eligible ratings must have had a broad general education and considerable special training along the lines of business management, economics, political science, applied sociology, and history, and have been reared in such economic and social environments as have brought them into real contact with the various kinds of humanity and the conditions under which they live. Experience in dealing with Indians or of a sociological nature is important. They should also have had executive experience, that along agricultural, industrial, or financial lines being considered valuable.

The duties of this position will be of a supervisory nature and will relate to farming (sometimes with irrigation), forestry, boarding schools and district day schools, grazing, questions of health (particularly tuberculosis and trachoma), combating the liquor traffic with Indians, and all human problems that can arise out of these various relations. Many of these reservations are as large as some of the smaller Eastern States, have several thousand Indians upon them, and possess varied natural resources. Each superintendent is therefore bound to come in contact with difficult economic and sociological problems.

The salaries of these positions range from \$1,200 to \$3,000 a year.

(For information concerning the Indian Service, see sec. 33.)

**Sec. 165. Industrial teacher, Indian Service.**—(Female, see Field Matron, sec. 147; male, see Farmer, sec. 142.)

**Sec. 166. Industrial teacher (men only), Philippine Service.**—Applications for this position are received by the commission at any time. The next examination will be held on August 18, 1915.

Age, 20 to 40 years; application form, 2, including medical certificate. Time allowed, six hours if the competitor takes the practical questions in ironworking or woodworking, but not both. If the questions in both are taken, one hour additional will be allowed for the additional questions. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING on some subject relating to the trade, 15; PENMANSHIP, 5; ARITHMETIC, comprising problems involving addition, subtraction, multiplication, division, elementary bookkeeping, percentage, decimals, and problems in mensuration, 10; METHODS OF PRESENTING AND TEACHING THE TRADE, 20; PRACTICAL QUESTIONS, including a simple mechanical drawing, IN (a) IRONWORKING and (b) WOODWORKING (competitors may be examined in either (a) or (b) or may take both if they desire), 30; TRAINING AND EXPERIENCE, 20.

The work of American men teachers is largely of a supervisory character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.



The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

Industrial work is being emphasized more strongly each year. Teachers of carpentry and forging and machine-shop practice are in great demand. There is need for men with sufficient knowledge of machinery to run small sawmills.

Practical teachers who are masters of their trades will find responsible and remunerative positions. More than thirty provincial schools are fully equipped with woodworking machinery, and many have both woodworking and ironworking machinery.

**Applicants for this examination should have had experience in teaching these trades or should have had school training in them. Persons who are merely journeymen are not desired.**

Competitors must supply themselves with small drawing board, drawing instruments, and india ink.

(For further requirements, see sec. 35.)

**Sec. 167. Inspector's assistant, Bureau of Animal Industry, Department of Agriculture.**—This examination has been discontinued. (See Lay inspector, sec. 186.)

**Sec. 168. Internal-revenue examination.**—For information and application form for classified positions in this service applicants should write to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 36.)

Attention is invited to the following provision of the urgent deficiency act, approved October 22, 1913:

"Hereafter any deputy collector of internal revenue or deputy marshal who may be required by law or by authority or direction of the collector of internal revenue or the United States marshal to execute a bond to the collector of internal revenue or United States marshal to secure faithful performance of official duty may be appointed by the said collector or marshal, who may require such bond without regard to the provisions of an act of Congress entitled 'An act to regulate and improve the civil service of the United States,' approved January 16, 1883, and amendments thereto, or any rule or regulation made in pursuance thereof, and the officer requiring said bond shall have power to revoke the appointment of any subordinate officer or employee and appoint his successor at his discretion without regard to the act, amendments, rules, or regulations aforesaid."

For information relating to positions connected with the administration of the income-tax law, see section 161.

**Sec. 169. Interpreter.**—This examination will be held only when eligibles are needed. (See sec. 44.) Persons requesting to be notified of this examination should state the languages in which they are proficient.

**Sec. 170. Irrigation engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 171. Irrigation engineer, Reclamation Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 172. Junior chemist, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, seven hours for the first three subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first three subjects will be given on the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally two of the optional subjects desired by the competitor will be given on the second day and two on each succeeding day. Not more than two of the optional subjects will be given the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: GENERAL CHEMISTRY, 15; ELEMENTARY PHYSICS, 10; FRENCH AND GERMAN, 10; PRACTICAL QUESTIONS on each optional subject chosen, 35; EDUCATION, TRAINING, AND EXPERIENCE, 30.

Examination will be given in the following-named optional subjects, and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Advanced inorganic chemistry. | 7. Organic chemistry.        |
| 2. Analytical chemistry.         | 8. Pharmaceutical chemistry. |
| 3. Biological chemistry.         | 9. Physical chemistry.       |
| 4. Dairy chemistry.              | 10. Sanitary chemistry.      |
| 5. Food chemistry.               | 11. Soil chemistry.          |
| 6. Metallurgical chemistry.      |                              |

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional subjects will not be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

Graduation with a bachelor's degree from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive his degree within six months from the date of the examination, is a prerequisite for consideration for this position. Certification of such senior students will be contingent upon their graduation within the time specified.

Each applicant must furnish in his application form the vouchers of two persons who are professionally qualified to vouch for the applicant.

The usual entrance salary for junior chemists ranges from \$1,200 to \$1,440 a year, but persons showing in their examination that they are unusually qualified are occasionally appointed at higher salaries not to exceed \$1,740 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those who attain an average percentage of 80 or more in the examination and who have had at least two years' practical experience in chemical work since graduating from college.

Certification will be made, as a result of this examination, to fill vacancies in the positions of assistant chemist, Bureau of Chemistry; junior chemist, Bureau of Mines and Bureau of Soils; laboratory assistant in chemistry and assistant chemist, Bureau of Standards, and vacancies in other positions requiring similar qualifications.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 18.)

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 173. Junior engineer, Reclamation Service.**—Age, 20 to 45 years; application form, 1312. The medical certificate in application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Time allowed, two days of seven hours each. The first two subjects will be given on the first day, and the third and fourth

on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms or a slide rule, elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 20; DRAWING AND LETTERING, problem to show a knowledge of construction and use of contours, 15; TRAINING AND EXPERIENCE, 20.

In rating training and experience a minimum rating of 70 per cent will be given applicants who have just graduated or are about to graduate in civil engineering from any reputable technical school or college. Higher ratings will be given for special education or practical experience. Junior engineers may be appointed assistant engineers (see sec. 59), provided they possess the requisite qualifications, and may be promoted to engineer positions in the discretion of the department. Failure to attain 70 per cent in experience will not in itself render a competitor in this examination ineligible.

From the eligible list obtained from this examination secondary positions in the Reclamation Service, with a salary of \$900 a year and upward, will be filled. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for junior engineer may be placed on the register for assistant engineer (see sec. 59) if his ratings and experience are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Applicants should provide themselves with a slide rule, a straightedge, a scale showing 400 feet to the inch, and such other drawing instruments as may be necessary in making a contour map.

All questions are such that any competent third or fourth year technical student with little practical experience may be expected to answer them satisfactorily.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 174. Junior engineer, Technologic Branch, Geological Survey.**—(See Junior engineer, Bureau of Mines, secs. 176 and 178.)

**Sec. 175. Junior engineer, civil, Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Applicants for this position will be given the examination for civil engineer in the Departmental Service. (See sec. 81 for entrance requirements and description of tests.) From the eligible list secured as a result of this examination, selection may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the

Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 176. Junior engineer, mechanical, Bureau of Mines.**—Age, under 30 years; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of five and seven hours, respectively. The first two subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY AND PHYSICS**, 10; **ESSAY** on a mechanical engineering subject, accompanied by sketches, 20; **MECHANICS AND DYNAMICS OF ENGINEERING**, 10; **MECHANICAL ENGINEERING, INCLUDING TESTING OF FUELS**, 30; **TRAINING AND EXPERIENCE**, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mechanical engineering, or that they are senior students in such institutions and will complete the required course in June.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 177. Junior engineer, mechanical or electrical, Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Time allowed, two days of six and four hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **PURE AND APPLIED MATHEMATICS**, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; **CONSTRUCTION AND OPERATION** of boilers, engines, electric machinery and apparatus, materials of construction, etc. (general questions on mechanical and electrical engineering), 25; **THEORY AND PRACTICE OF** (a) **MECHANICAL ENGINEERING**, or (b) **ELECTRICAL ENGINEERING** (questions on advanced theory and practice), the competitor to select (a) or (b), 30; **TRAINING AND EXPERIENCE**, 25.

No applicant who has not had at least five years' good experience in mechanical (or electrical) engineering work will be admitted to this examination. Graduation in mechanical (or electrical) engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of mechanical (or electrical) engineering about to graduate or just graduated and others who have filled minor positions and who have not received a suitable technical training will not be admitted to the examination.

From the eligibles secured as a result of this examination, selections may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in

one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 178. Junior engineer, mining, Bureau of Mines.**—Age, under 30 years, except that applications are accepted from persons under 35 years of age who have had the necessary educational training and have also had actual experience in rescue and recovery work at mine disasters, have made investigations and reports concerning mine disasters and their possible causes, and have had training and experience in the wearing of artificial breathing apparatus and in first aid to the injured; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY AND PHYSICS**, 10; **MINERALOGY AND GEOLOGY**, 10; **ESSAY**, accompanied by sketches, on a subject relating to mining, 10; **MECHANICS AND DYNAMICS OF ENGINEERING**, 10; **MINING OPERATIONS**, including tunneling, blasting, hoisting, ventilation, shaft sinking, etc., 30; **TRAINING AND EXPERIENCE**, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mining engineering, or that they are senior students in such institutions and will complete the required course in June.

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 179. Junior topographer.**—(Formerly topographic aid examination.) Age, 20 to 30 years, except that the maximum age limit in the case of men who have had five field seasons' experience in any Government bureau as technical field assistants doing topographic work similar to that executed by the Geological Survey is 35 years.

Application form, 1312. The medical certificate on the application form must be executed. Time allowed, two days of six and seven hours, respectively. The first and second subjects will be given on the first day; the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS**, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 15; **SURVEYING, USE AND CARE OF INSTRUMENTS, AND ELEMENTS OF ASTRONOMY** as applied to surveying (the field questions are all elementary in character and do not involve any mathematical knowledge beyond that required under subject 1), 15; **CONTOUR CONSTRUCTION**, consisting of drawing contour lines from given perspective view, 25; **TOPOGRAPHIC DRAWING AND LETTERING**, 15; **TRAINING AND EXPERIENCE**, 30.

Appointment to permanent positions in the Geological Survey will be made from the junior topographer register. Certifications for filling temporary positions during the field season will be made from the topographic aid register. (See sec. 274.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject "training and experience."

Competitors must supply themselves with drawing board not less than 15 inches square, drawing pen, pencil, scale, ink, and square or triangles.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 180. Kindergarten teacher, Indian Service.**—This examination has been discontinued. (See Teacher examination, sec. 288.)

**Sec. 181. Laboratory apprentice, Bureau of Standards.**—Men only; age, 17 to 21 years; application form, 1312; time allowed, two days of seven and three hours, respectively. The first three subjects will be given on the first day and the fourth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 40), 10; ELEMENTARY ALGEBRA AND GEOMETRY, 25; ELEMENTARY PHYSICS, 25; ELEMENTARY MECHANICAL DRAWING, 20; SPECIAL TRAINING, 20.

Special consideration in rating the element of special training will be given to graduates of mechanical training, technical, or scientific schools, or to those who have had equivalent training in scientific or technical laboratories.

Each competitor must supply himself with a small drawing board, T square, triangle, ink, pens, pencils, drawing instruments, and a scale divided into sixteenths.

The entrance salaries for this position range from \$480 to \$540 a year.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 182. Laboratory assistant, Bureau of Standards.**—Men only; age, 20 to 35 years; application form, 1312; time allowed, four hours for the first two subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first two subjects will be given on the morning of the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally one of the optional subjects desired by the competitor will be given on the afternoon of the first day and two on each succeeding day. Not more than two of the optional subjects will be given the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: GENERAL PHYSICS, 25; FRENCH OR GERMAN, 10; PRACTICAL QUESTIONS on each optional subject chosen, 35; EDUCATION, TRAINING, AND EXPERIENCE, 30.

Examination will be given in the following-named optional subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                      |                            |
|--------------------------------------|----------------------------|
| 1. Advanced general physics.         | 4. Electrical engineering. |
| 2. Ceramics.                         | 5. Paper technology.       |
| 3. Civil and mechanical engineering. | 6. Textile technology.     |

A competitor must attain a rating of at least 70 per cent in the practical questions in at least one of the optional subjects to be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

Graduation with a bachelor's degree from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive a degree within six months from the date of examination, is a prerequisite for consideration for these positions. Certification of such senior students will be contingent upon their graduating within the time specified.

The entrance salaries of these positions range from \$900 to \$1,200 a year.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in

the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 18.)

This examination will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 183. Land law clerk, Departmental Service.**—Age, 18 years or over; application and examination form, 1312; time allowed, two days of five hours each. The first five subjects will be given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); PRACTICAL QUESTIONS in elementary law and in United States public-land laws and procedure, 40; TRAINING AND EXPERIENCE, 30.

Appointments from this register are made to the position of land law clerk in the Forest Service, Department of Agriculture, at entrance salaries ranging from \$900 to \$1,600 a year, and to the position of register and receiver's clerk in local land offices, under the Department of the Interior, at an entrance salary of \$900 a year, with possibility of promotion to \$1,000, \$1,100, \$1,200, \$1,300, and \$1,400, in the order designated. Appointments may also be made to positions in other branches of the service in which a knowledge of public-land laws and procedure is necessary.

**Residents of all States and Territories and the District of Columbia who meet the requirements will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 184. Law clerk, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of five hours each. The first five subjects are given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 40); LAW, embracing practical questions upon nearly the entire field of law, excepting technical rules of practice and statutory laws not common to all the States, 70. Competitors who fail to attain a rating of 70 in the subject of law will not be eligible for appointment and the remaining subjects will not be rated.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 185. Law clerk-stenographer-typewriter.**—From the list of eligibles resulting from this examination appointments will be made to the position of clerk, qualified in law, stenography, and typewriting, and to the position of naturalization examiner in the Department of Labor. This examination supersedes the examination for naturalization examiner. Age, 22 to 40 years, but no eligible who is under 27 years of age will be certified to the position of naturalization examiner, and no person under 24 years of age will be certified for appointment to a position in the Field Service; application form, 304. Time allowed, two days of six and six and one-half hours, respectively. The first eight subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY (see sec. 245), 20; COPYING AND SPACING (typewriting, see sec. 245), 4; COPYING FROM ROUGH DRAFT (typewriting, see sec. 245), 3; COPYING

FROM PLAIN COPY (typewriting, see sec. 245), 2; TIME, 6; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 10; ARITHMETIC (first grade, see sec. 40), 5; SPELLING (first grade, see sec. 40), 5; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 40), 5; LAW (law clerk, see sec. 184), 35.

These positions offer opportunities for advancement in work and salary in the Bureau of Naturalization at Washington, and from there by transfer to field positions where an exceptionally fine opportunity exists for acquiring experience and knowledge of court procedure and practice in both Federal and State courts.

In order to become eligible as a result of this examination competitors must attain a rating of at least 70 in the subject of law, of at least 70 in stenography, and an average rating of at least 70 in the three typewriting tests and time, with the weights indicated. Should a competitor fail in these subjects, the remaining subjects of his examination will not be considered.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 186. Lay inspector, Bureau of Animal Industry, Department of Agriculture.—Men only.** This examination will be held only when eligibles are needed. (See sec. 44; also Veterinarian, sec. 282.)

**Sec. 187. Librarian.**—This examination will be held only when eligibles are needed. (See sec. 44; also Library cataloguer examination, sec. 189; also Scientific assistant examination, sec. 238.)

**Sec. 188. Library assistant.**—This examination will be held only when eligibles are needed. (See sec. 44; also Library cataloguer examination, sec. 189, and Scientific assistant examination, sec. 238.)

**Sec. 189. Library cataloguer, Departmental Service.**—Age, 18 to 40 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LIBRARY ECONOMY, 30; CATALOGUING, CLASSIFICATION, AND BIBLIOGRAPHY, 35; GERMAN, AND EITHER FRENCH OR SPANISH, 10; EDUCATION, TRAINING, AND EXPERIENCE, 25.

At least one year's training in a library school of recognized standing, or two years' experience in actual library work in a library where modern methods are employed, is a prerequisite for consideration for this position.

The entrance salary of this position ranges from \$720 to \$1,000 a year.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 190. Library of Congress.**—Applicants for positions in the Library of Congress should address the Librarian of Congress, Washington, D. C., as these positions are not in the classified service.

**Sec. 191. Life-Saving Service.**—(See Coast Guard, sec. 94.)

**Sec. 192. Lighthouse Service.**—All clerks, stenographers and typewriters, typewriters, and other clerical employees, and messengers, watchmen, and skilled laborers will be appointed through certification from registers established in the civil-service district in which the appointments are to be made. (See sec. 36.) Superintendents, assistant superintendents, aids, cadet engineers, and cadet officers and all other technical or professional employees will be appointed through certification from registers established by the Civil Service Commission or in other manner prescribed by the civil-service rules.

All mechanics, foremen, and master mechanics who are not excepted from examination, keepers, assistant keepers, and other competitive employees of lighthouse tenders, light vessels, and light stations not designated in the preceding paragraph are appointed by selection from the proper register of eligibles prepared by the local boards unless appointed in some other manner permissible under the civil-service rules.



Apply for information concerning examinations for this service to the inspector of the lighthouse district in which employment is desired. Numbers of districts and headquarters are as follows:

1st .....	Portland, Me.	11th.....	Detroit, Mich.
2d .....	Boston, Mass.	12th.....	Milwaukee, Wis.
3d .....	Tompkinsville, N. Y.	13th.....	Rock Island, Ill.
4th.....	Philadelphia, Pa.	14th.....	Cincinnati, Ohio.
5th.....	Baltimore, Md.	15th.....	St. Louis, Mo.
6th.....	Charleston, S. C.	16th.....	Ketchikan, Alaska.
7th.....	Key West, Fla.	17th.....	Portland, Oreg.
8th.....	New Orleans, La.	18th.....	San Francisco, Cal.
9th.....	San Juan, P. R.	19th.....	Honolulu, Hawaii.
10th.....	Buffalo, N. Y.		

(See also secs. 49, 74, 75, 115, and 259.)

**Sec. 193. Linotype operator.**—(See Printer, sec. 226.)

**Sec. 194. Local and assistant inspector of boilers, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1087.

An applicant for the position of local inspector of boilers must have had at least five years' actual practical experience as chief engineer of ocean or inland steamers of American registry of over 100 gross tons, or as first assistant engineer of steamers of American registry of 600 gross tons or over, at least one year of which experience must have been within the five years next preceding the date of application. The experience required must have been under United States license, and the fact that he has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any vessels owned and operated by the United States, whether under license or not, or who has had three years' experience at sea as a commissioned engineer officer or as a warrant machinist in the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service.

An applicant for the position of assistant inspector of boilers must have the same qualifications as for local inspector, except that the term of service required is three years, at least one year of which must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**An applicant who wishes to be examined for both the lake and river service and the seacoast and harbor service should so indicate in answer to Question 1 of his application.**

In making certifications for the positions of local and assistant inspector of boilers in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat-inspection district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days of eight hours each. The first and second subjects will be completed and the third subject begun on the first day. The third subject will be completed on the second day.

If the competitor is examined for both the lake and river service and the seacoast and harbor service, four hours will be allowed on the third day for the additional questions on boilers and machinery.

Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING**, a letter of not less than 100 words on some subject of general interest. Competitors are permitted to select one of two subjects given, 10; **ARITHMETIC**, including problems in common and decimal fractions, mensuration, and square root, 10; **BOILERS AND MACHINERY**, comprising practical questions relating to boilers, engines, and machinery of steam vessels, and strength of boiler material, 60; **TRAINING AND EXPERIENCE**, 20.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of boilers he must receive at least 70 per cent in the examination in boilers and machinery, and an average percentage in the entire examination of at least 70.

Form 1405, containing further information concerning the positions of local and assistant inspector of boilers, will be furnished upon application to the commission.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 195. Local and assistant inspector of hulls, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1087.

The examinations are of the following classes: 1. For seacoast and harbor ports 2. Lake and river ports.

In the following, the terms "seaports" and "seacoast ports" refer only to the ports of Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Los Angeles, Cal.; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York, N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.; and the term "inland ports" refers to all other inspection ports.

An applicant for the position of local inspector of hulls for seacoast ports must have had at least five years' actual practical experience, under United States license, as master of seagoing steam vessels or of inspected seagoing motor vessels of American registry of over 100 gross tons, or as chief mate of seagoing steam vessels of American registry of over 100 gross tons, a portion of which time must have been on seagoing steam vessels or on inspected seagoing motor vessels of 500 gross tons or over, or as second mate of seagoing steam vessels of American registry of over 4,500 gross tons; for inland ports an applicant must have had at least five years' actual practical experience, under United States license, as master or first-class pilot of steam vessels or of inspected motor vessels of American registry of over 100 gross tons. At least one year of the required five years' experience must have been within the five years next preceding the date of application. The experience as master must have been on vessels required by law to carry a licensed master. The fact that the applicant has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any steam vessels owned and operated by the United States, whether under license or not, or who has served at sea for three years as a line officer of the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service. An applicant for the position of local or assistant inspector of hulls must be free from the defect of color-blindness.

An applicant for the position of assistant inspector of hulls must have the same qualifications as for local inspector, except that the required term of service is three years, at least one year of which service must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to Question 1 of their applications.**

The examinations are of the following classes:

1. For seaboard ports on inland waters of the Atlantic and Pacific coasts. The examination for this class includes sea navigation.
2. Inland ports on the inland waters of the Atlantic and Pacific coasts. Examination in sea navigation is not included. In this class are the ports of Albany, N. Y.; Burlington, Vt.; and New York, N. Y. (Inland register.)
3. Ports on the Gulf of Mexico, including New Orleans, La.; Apalachicola, Fla.; Galveston, Tex.; and Mobile, Ala.
4. Ports on the Great Lakes.
5. Ports on central western rivers.

In making certifications for the positions of local and assistant inspector of hulls in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat inspection district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days. First day, seven hours for the first four subjects; second day, one and one-half hours for lifeboats and life rafts, two and one-half hours for sea navigation (if this subject is taken), and one hour and twenty minutes for each additional sheet taken by the competitor on the subjects of hull construction and pilot rules and inland navigation. The additional sheets will be given only to competitors who are qualified to take the examination for other districts than the ones of which they are legal residents.

*Examination for ports not requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, comprising problems in common and decimal fractions, mensuration, and square root, 10; HULL CONSTRUCTION, comprising questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and method of joining same, 30; PILOT RULES AND INLAND NAVIGATION, comprising questions on the pilot rules of the Board of Supervising Inspectors and Inland Navigation, 20; LIFEBOATS AND LIFE RAFTS, comprising questions relating to the capacity of lifeboats and life rafts, 10; TRAINING AND EXPERIENCE, 20.

*Examination for ports requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, 10; HULL CONSTRUCTION, 20; PILOT RULES AND INLAND NAVIGATION, 20; LIFEBOATS AND LIFE RAFTS, 10; SEA NAVIGATION, including practical questions relating to sea navigation, 10; TRAINING AND EXPERIENCE, 20.

**NOTE.**—The subject of sea navigation will be required at the following-named ports only: Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Los Angeles, Cal.; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York,<sup>1</sup> N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of hulls he must receive at least 70 per cent in the examination in hull construction, at least 70 per cent in pilot rules and inland navigation, at least 70 per cent in each of the problems in sea navigation (where examination in sea navigation is required), and an average percentage in the entire examination of at least 70.

Each competitor taking the examination for the position of inspector of hulls for seaboard ports should bring to the examination room a copy of Bowditch's Navigator, or similar work on navigation containing the necessary tables for the solution of problems in latitude and longitude. Nautical almanacs will not be needed.

Form 1405, containing further information concerning the positions of local and assistant inspector of hulls, will be furnished upon application to the commission.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 196. Magazine attendant.**—This examination will be held only when eligibles are needed.

Apply for information concerning date and places of examination to the secretary of the board of examiners of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 197. Manual training teacher, Indian Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 198. Mate, Coast and Geodetic Survey.**—Age, 21 to 45 years; application and examination form, 1800. No educational test is required, but experience and character as shown by the application and vouchers will be rated on a basis of 100 for perfect, giving consideration to the date, length, quality, and character of the experience shown, and especially to experience which is continuous and recent. Applications for this examination may be filed at any time.

Each applicant must submit with his application a license as master or first or second mate issued by the Steamboat-Inspection Service, or a certificate from the service showing the character of the license which is held by the applicant, and should give in his application the names and tonnages of vessels upon which he has been employed. It is desired that vouchers be furnished from employers or superior officers under whom the applicant has worked. An eligible who is selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

**Sec. 199. Matron, Indian Service.**—Only applicants in perfect physical health, as shown by the medical certificate, will be permitted to enter this examination. From the list of eligibles resulting from this examination appointments will also be made to the positions of seamstress and housekeeper. Age, 24 to 45 years, but age limits do not apply to Indians, or to the wife of a superintendent of an Indian school who applies for examination for the position of matron, seamstress, or housekeeper in the same school; application and examination form, 304, including the medical certificate; time allowed, six and one-half hours. Subjects of examination and relative weights of

<sup>1</sup> At the port of New York some of the positions do not require a knowledge of sea navigation, and for these there are necessary only the requirements for inland port positions; at this port, therefore, the subject of sea navigation in the examination will be optional, but all applicants who can qualify for seaport positions are advised to take this subject, as their prospects of appointment are thereby increased.

subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, about seven lines of ordinary prose containing 20 or more misspelled words, 5; DOMESTIC ECONOMY, comprising practical, economical housekeeping and the training of pupils in domestic science and good morals, 25; NURSERY MANAGEMENT AND DOMESTIC HYGIENE, involving a knowledge of the principles of domestic hygiene, the diseases of children and their treatment by the nurse, the ventilation and disinfection of the sick room, what to do until the doctor comes in emergency cases, and the general duties of a nurse, 25; CUTTING, FITTING, AND SEWING, involving a knowledge of the principles of cutting, fitting, and sewing by both hand and machine, 15; KEEPING ACCOUNTS, a memorandum of domestic supplies received and issued is given and the competitor required to make the proper entries to account for same, 10; TRAINING AND EXPERIENCE, 15.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

(For information concerning the Indian Service, see sec. 33.)

**Sec. 200. Meat inspector, Bureau of Animal Industry, Department of Agriculture.**—This examination has been discontinued. (See Lay inspector, sec. 186; also Veterinarian, sec. 282.)

**Sec. 201. Mechanical and electrical engineer.**—This examination will be held only when eligibles are needed. (See sec. 44; also Junior engineer, mechanical or electrical, sec. 177.)

**Sec. 202. Messenger, Departmental Service.** (See Subclerical examination, sec. 257.)

**Sec. 203. Messenger boy, Departmental Service.**—Age, 16 to 18 years; application form, 304; time allowed, three hours. For positions in the departments at Washington this examination is held *only at Washington*. The salary of the position is so small that it is not advisable to have applicants who reside at a distance from Washington apply for the examination. Messenger boys appointed since September 18, 1909, can not be promoted to another grade.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside of the District of Columbia the examination will be held in the city or vicinity in which a vacancy exists.

The examination will be held only when eligibles are needed.

**Sec. 204. Minor field clerk, Reclamation Service.**—(See Field clerk, minor, sec. 146.)

**Sec. 205. Mint and Assay Service.**—Mint or assay offices are located in the following-named cities:

**Mints.**—Denver, Colo.; New Orleans, La.; Philadelphia, Pa.; and San Francisco, Cal.

**Assay offices.**—Boise, Idaho; Carson, Nev.; Deadwood, S. Dak.; Helena, Mont.; New York, N. Y.; St. Louis, Mo.; Salt Lake City, Utah; San Francisco, Cal.; and Seattle, Wash.

An application for examination for employment in a mint or assay office will not be accepted from a person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry will be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

Classified positions in the Mint and Assay Service are arranged in the following schedules:

**Schedule A, positions excepted from examination by the civil-service rules.**—Appointments to these positions may be made by the Secretary of the Treasury without examination upon nomination by the head of the establishment: One private secretary or confidential clerk to the superintendent, and one cashier in each mint and one in the assay office at New York.

*Schedule B, technical positions.*—Appointments to the following positions will be made from registers of eligibles established through appropriate examinations: Assistant assayer, assayer's assistant, assistant coiner, assistant melter and refiner, assistant engraver, curator, chief electrician, chemist, dynamo tender, engineer, assistant engineer, foreman of laboratory, superintendent of refinery, foreman of refinery, weigher in assay department, foreman and assistant foreman not in Schedule D.

*Schedule C, clerical positions—Subdivision 1:* Appointments to these positions will be made from eligibles without regard to experience, from first-grade registers: Clerk, register of deposits, custodian of vaults. *Subdivision 2:* Appointments to these positions will be made from among eligibles who have had appropriate experience: Cashier in assay office other than that of New York City, assistant cashier, book-keeper, all clerical positions requiring qualifications not tested by the ordinary clerk examination, chief clerk.

*Schedule D, mechanical trades and other skilled positions.*—For all positions under this schedule evidence will be required of the physical fitness of applicants to fill the positions for which they are examined. *Subdivision 1:* Appointments to these positions will be made after a registration test based upon experience and previous employment: Annealer, blacksmith, carpenter, cutter, diemaker, electrician, fireman, foreman and assistant foreman not in Schedule B, lead burner, machinist, melter, painter, plumber, prover, roller, scale repairer, sewing woman, skilled workman. *Subdivision 2:* Appointments to these positions will be made after an examination consisting of a simple educational test and a rating based upon previous employment: Captain of the watch, coin counter, doorkeeper, elevator conductor, guide, helper, janitor, janitress, messenger, selector, superintendent of building, telephone operator, watchman.

*Schedule E, technical assistants.*—Appointments to these positions will be made after competitive examination in either electrical engineering, mechanical engineering, chemistry and metallurgy, or chemistry and assaying, to which examination only graduates from technical schools of recognized standing who are over 20 and under 25 years of age will be admitted.

*Schedule F, unclassified positions.*—Appointments to these positions in the assay offices at New York, Seattle, and St. Louis, and in the mints at Denver, New Orleans, Philadelphia, and San Francisco, will be made from the labor registers kept by the secretary of the appropriate civil-service district. In other assay offices appointments to this schedule may be made without registration.

Persons appointed to Schedule F shall not be assigned to duties pertaining to other schedules. The duties of a position and not its designation determine its inclusion in Schedule F. Positions, however designated, must not be treated as unclassified unless their occupants are regularly engaged wholly on mere unskilled manual labor. Among such duties are included charwork, care of animals, harness, and wagons, loading wagons, and moving heavy materials.

Examinations for positions in this service are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the secretary of the civil-service district in which the mint or assay office in which employment is desired is located. (See sec. 36.)

**Sec. 206. Monotype operator.** (See Printer, sec. 226.)

**Sec. 207. Mounted inspector, Immigration Service.**—This examination is held for filling positions of mounted inspector in the Immigration Service on the Mexican border. Persons appointed as a result of this examination will not be eligible for promotion to regular inspector positions without having first passed the examination which is given for entrance to the service as immigrant or Chinese inspector. Age,

21 to 45 years; application forms, 304 and 1878; time allowed, four hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 4; ARITHMETIC, 4; LETTER WRITING, 4; PENMANSHIP, 4; COPYING FROM PLAIN COPY, 4 (all third grade, see sec. 42); PRACTICAL QUESTIONS (as to the general features of the immigration and Chinese-exclusion laws), 30; TRAINING AND EXPERIENCE, 50.

Applicants for this position should be capable of performing the arduous work incident to what is known as "line riding," which involves the performance of duty in the rough and mountainous country along the Mexican boundary far remote from the centers of civilization.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 208. National military parks.**—The names and locations of national military parks are as follows: Chickamauga and Chattanooga National Park, Chattanooga, Tenn.; Gettysburg National Military Park, Gettysburg, Pa.; Shiloh National Military Park, Pittsburg Landing, Tenn.; Vicksburg National Military Park, Vicksburg, Miss. For information concerning examinations for positions in this branch of the service apply to the district secretary of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 209. Naturalization examiner, Department of Labor.**—This examination has been superseded by the law clerk-stenographer-typewriter examination. (See sec. 185.)

**Sec. 210. Nautical expert, Hydrographic Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 211. Navy-Yard Service.**—A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it. Boards have been organized at the following naval establishments:

Navy yards at Portsmouth, N. H.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Washington, D. C.; Norfolk, Va.; Charleston, S. C.; Mare Island, Vallejo, Cal., and Puget Sound, Wash.; naval stations at Newport, R. I.; Key West, Fla.; New Orleans, La., and Pearl Harbor, Hawaii; Naval Proving Ground, Indianhead, Md.; Naval Training Station, Great Lakes, Ill.; Naval Academy, Annapolis, Md.; naval magazines at Iona Island, N. Y., and Lake Denmark, N. J.; depot of supplies, United States Marine Corps, Philadelphia, Pa.; aeronautic station, Pensacola, Fla.

All artisans and supervising artisans at navy yards or naval stations, or elsewhere in the field service of the Navy Department, not specifically excepted by law or Executive order, are included in the competitive classified service. All other positions embraced in Groups 2 to 5 (b), inclusive, in the list below are also in the competitive classified service.

The force in the Navy-Yard Service is divided under five groups, as follows:

**UNCLASSIFIED.**—*Group 1.* Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge.

**CLASSIFIED.**—*Group 2.* Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge.

*Group 3.* Artisans.

*Group 4.* Supervising artisans.

*Group 5.* (a) Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification.

(b) Special employees who are required to have educational and technical qualifications.

Applications for employment in Groups 1, 2, and 3 will be received at the office of the labor board at the navy yard or naval station on each working day of the year. Applicants for positions which appear on the approved annual schedule of wages will be furnished with the blank forms to be executed by them, which forms must be

returned, properly executed, at least two weeks before the end of the current quarter; otherwise they will be considered in the next quarter.

The positions embraced in Groups 4 and 5 (a), when not filled by promotion, may be filled through competitive examination. If an open competitive examination is to be held, notice thereof will be given by publication in the local press and by posting in the navy yard.

Positions embraced in Group 5 (b) in the Field Service are filled from registers maintained by the civil-service district secretaries (see sec. 36), or from registers in the office of the commission at Washington, D. C. For information concerning examinations for positions in Group 5 (b) application should be made to the district secretary of the civil-service district in which is located the navy yard or station in which employment is desired. (See Draftsman, copyist ship, sec. 111, and Draftsman, ship, sec. 120, this Manual.)

Applicants for employment in the occupations embraced in Group 1 will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which, except for boy applicants, includes a strength test.

The relative standing of applicants for positions embraced in Groups 2 and 3 will be determined by an examination comprising the elements of physical ability and training and experience. The ratings given to these elements will be based upon the applicant's statements in his application and upon corroborative evidence.

Applicants for original appointment to positions in Groups 1, 2, and 3 will be rated quarterly, and oftener when necessary to meet special needs.

The age limits for employment in positions embraced in Groups 1, 2, and 3 are as follows: *Group 1*—Boys, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 2*—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, 21 years or over; apprentices, between 15 and 18 years, and boys, rivet heaters, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 3*—Riveters, 18 years or over; operatives, female, 18 years or over, except that applications will not be accepted from persons more than 40 years of age unless they have had at least one year's experience in operating power-driven sewing machines; ordnance men, 23 years or over; all others, 20 years or over.

With a few exceptions clerks at navy yards and naval stations are paid a per diem compensation for working days and national holidays, but not for Sundays, i. e., on a basis of 313 days in a year. Upon the completion satisfactorily of the usual probationary term a per diem clerk is given an absolute appointment, and his employment continues for an indefinite period. The entrance rate of pay for clerks varies in accordance with the character of the work, but the following table indicates approximately the rates allowed at entrance for routine clerical work, bookkeeping, typewriting, and stenography:

	Per diem.	Per annum.
Routine work.....	\$2. 00 to \$2. 48=	\$626. 00 to \$776. 24
Bookkeeping.....	2. 48 to 3. 04=	776. 24 to 951. 52
Typewriting.....	2. 48 to 2. 80=	776. 24 to 876. 40
Stenography.....	3. 04 to 3. 76=	951. 52 to 1, 176. 88

Vacancies for clerks at navy yards where the compensation is in excess of \$3.04 per diem are usually filled by promotion. In accordance with law per diem employees at navy yards are granted 15 days' leave with pay each year, and in the discretion of the Secretary of the Navy said leave may be extended not to exceed 15 days in any one year in exceptional and meritorious cases where such employee is ill. During the first year of employment, however, the 15 days' leave with pay is granted at the rate of 1½ days per month as earned.

**Sec. 212. Observer, Weather Bureau.**—(See Assistant observer, sec. 64.)



**Sec. 213. Ordnance Department at large.**—Positions in the Ordnance Department at large are arranged in two classes, namely, those requiring an educational examination and those filled through noneducational examination.

The positions requiring educational examination are: Chemist; clerk; draftsman; draftsman, apprentice; draftsman, assistant; engineer, civil; engineer, mechanical; messenger; photographer; skilled office laborer; watchman.

The positions requiring no educational tests are: Assistant foreman; assistant to inspector of ordnance; chief inspector; foreman; gang boss; inspector; master armorer; master carpenter; master harness maker; master machinist; master mechanic; master painter; master plumber; magazine keeper; rate setter; steamboat captain; storehouse keeper; storehouse keeper, assistant; superintendent of bridges; speed boss.

Annealer; assembler; blacksmith; boiler maker; barrel driller; barrel heater; barrel reamer; barrel rifler; barrel roller; barrel straightener; barrel turner; bluer; browner; burnisher; bricklayer; carpenter; core maker; casehardener; crane-man; cutter; diesinker; drop forger; electrician; engineer; farrier; filer; file cutter; fireman; gauge maker; hair spinner; harness maker; instrument maker; jeweler; lens grinder; mason; machinist; miller; millwright; molder; painter; packer; pad maker; pattern maker; pipe fitter; plater; plumber; polisher; printer; profiler; punch-press operator; rigger; roofer; saddler; screw maker; shaver; slater; steam fitter; stocker; stonecutter; stonemason; tapper; temperer; tinsmith; tool grinder; toolmaker; tool keeper; toolsmith; wireman; woodworker, machine.

Assistant engineer; assistant machinist; assistant millwright; assistant molder; chipper; laboratory assistant; machine operator; skilled workman; steam-hammer driver.

Chauffeur; deckhand; draw operator; draw tender; guard; janitor; oiler; skilled laborer; switchman.

Helper: Blacksmith's, carpenter's, electrician's, furnace, machinist's, molder's, plumber's, polisher's, printer's.

Charwoman; laborer; stableman; teamster.

Apply for information concerning employment to the board of examiners at the ordnance establishment in which employment is desired or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See sec. 36.)

Boards for this service are located at the following places:

Angusta, Ga.	Philadelphia, Pa.	San Antonio, Tex.
Benicia, Cal.	Manila, P. I.	Springfield, Mass.
Dover, N. J.	New York, N. Y.	Watertown, Mass.
Fort Hancock, N. J.	Rock Island, Ill.	Watervliet, N. Y.

**Sec. 214. Parcel post.**—Examinations are not held especially for the parcel post, parcel mail being handled by the regular postal employees in the same manner that other mail matter is handled. For information concerning examinations for the Post-Office Service apply to the civil-service district secretary in charge of the district in which employment is desired. (See sec. 36.)

**Sec. 215. Pharmacist, third class, Public Health Service.**—Men only will be admitted to this examination; age, 21 to 30 years; application form, 1312; time allowed, two days of seven hours each. The first five subjects will be given on the first day and the remaining subjects on the second day. The medical certificate on the application form must be executed by a medical officer of the Public Health Service. When this requirement would work a hardship upon an applicant because of his distance from such officer, he may have the certificate executed by any physician; in which event, however, he will be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants must show in their applications that they are graduates in pharmacy. Appointees may be required to

move from place to place, as pharmacists are subject to change of station from time to time. Unmarried men or men with small families are preferred. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; LETTER WRITING, 5 (all second grade, see sec. 41); ELEMENTS OF BOOKKEEPING AND ACCOUNTS, 5; CHEMISTRY, comprising the general principles of chemistry, a consideration of the preparation and constitution of the principal inorganic salts and carbon compounds, 20; PHARMACY, comprising the theory and practice of pharmacy, and the preparations of the United States Pharmacopoeia, 40; MATERIA MEDICA, comprising the origin and preparation and general properties of drugs, physical and chemical, and the physiologic action, therapeutics, and dose, 15.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 216. Photographer.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 217. Physician.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of physician in the Indian Service, physician in the Panama Canal Service, physician (formerly district health officer) in the Philippine Service, acting assistant surgeon in the Public Health Service, surgeon and assistant surgeon in the Coast and Geodetic Survey, and positions requiring similar qualifications in other branches of the service. Age 21 years or over, but eligibles who were more than 40 years of age on the day of the examination will not be certified except for filling vacancies in the position of acting assistant surgeon in the Public Health Service, and eligibles who were less than 22 or more than 30 years of age on the day of the examination will not be certified for positions in the Panama Canal Service. *An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for any other service. An applicant who desires to become eligible for appointment in one or more of the other services need file but one application for all the services (including the Indian Service, Public Health Service, the Coast and Geodetic Survey, and the Panama Canal Service). As a result of this examination a person may be eligible at the same time for appointment in the Panama Canal Service and the departmental services. Unmarried men are desired for the Panama Canal Service.*

Application forms, 2 for the Philippine Service and 1312, including medical certificate, for other services. For positions in the Philippine Service the medical certificate on Form 2 must be executed by some medical officer in the service of the United States. (See sec. 35.) For positions in the Public Health Service and in the Coast and Geodetic Survey the medical certificate on Form 1312 must be executed by an officer of the Public Health Service, except that when this requirement would work a hardship upon an applicant because of his distance from such officer he may have the certificate executed by any physician. In this event, however, he may be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants need not have the county officer's certificate executed.

Applicants must be graduates of recognized medical schools. Students who are members of the graduating class of any recognized medical school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the college showing that they have been graduated. Additional credit will be given to competitors for physician positions in the Tropics who have had special training in tropical medicine. Only persons who have had at least two years' experience in the practice of their profession since graduation will be eligible for appointment to the position of acting assistant surgeon in the Public Health Service.

Wherever practicable, appointments as acting assistant surgeon in the Public Health Service are made of eligibles residing at the place where the vacancy exists.

The number of surgeons and assistant surgeons in the Coast and Geodetic Survey actually employed and under pay at any time is nine. Four of these are employed in Alaska and on the Pacific coast, four in the Philippines, and one on the Atlantic coast and in Porto Rico. Officers serving in the Philippines receive 20 per cent additional pay and are usually relieved at the end of three years. All surgeons and assistant surgeons are attached to vessels; and while their first duty is to conserve the health of the crew, it is expected that they will take part in the work of the survey. Appointments will be confined to those who indicate in the personal question sheet of the examination willingness to accept service in any of the regions named.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, regional and minute anatomy, general physiology, the physiologic functions and relations of organs, 10; SURGERY AND SURGICAL PATHOLOGY, general and special surgery, surgical diagnosis, pathology, treatment, and technic, 20; CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS, elementary questions in inorganic and organic chemistry, the physiologic action and therapeutic uses and doses of drugs, 10; BACTERIOLOGY AND HYGIENE, the technic of bacteriologic laboratory methods, and the practical application of the principles of bacteriology and hygiene to prophylaxis and treatment, 15; GENERAL PATHOLOGY AND THEORY AND PRACTICE OF MEDICINE, the etiology, pathology, symptomatology, and treatment of diseases, 20; OBSTETRICS AND GYNECOLOGY, the general practice of obstetrics, diseases of women, their etiology, pathology, diagnosis, symptoms, and treatment, medical and surgical, 10; TRAINING AND EXPERIENCE, rated on the statement submitted by the applicant in his application, and corroborative evidence, 15.

Entrance salaries in the Indian Service range from \$900 to \$1,100 a year; in the Panama Canal Service, \$1,800 a year; in the Philippine Service, from \$1,600 to \$1,800 a year, with certain allowances for travel in the case of district health inspectors, and in some hospital positions other allowances, depending upon the nature of the work. In the Public Health Service the salaries range from \$480 to \$1,800 a year; in the Coast and Geodetic Survey the entrance salary is \$1,200, and those serving in the Philippines under the Coast and Geodetic Survey receive 20 per cent additional.

This examination will be held on September 15, 1915, for applicants for all services *except the Philippine Service*. (See secs. 1 and 2.) It is not probable that the examination for the Philippine Service will be held before the spring of 1916. Should an examination be held before that time it will be announced.

(For further information concerning the Indian Service see sec. 33; Panama Canal Service, sec. 34; Philippine Service, sec. 35.)

**Sec. 218. Plate printer, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination form, 1080. Applicants will be required to show that they have served an apprenticeship of at least four years. Those who began their apprenticeship since April 1, 1906, will be required to show that at least three years of it was served during minority under the instruction of a competent plate printer, whose name and position must be indicated in the application blank, and that no part of this period was served under 16 years of age. The above restrictions will not operate as against those apprentices who began their apprenticeship after April 1, 1906, in the Bureau of Engraving and Printing. The kind of experience and the character of the plate printing done by the applicant are considered in determining the ratings on the subject of experience, the highest ratings being given for work of the same character as the plate-printing work required in the Bureau of Engraving and Printing. No educational test is required. Applications for this examination may be filed at any time. (For further information see sec. 43.)

**Sec. 219. Postal clerk, Panama Canal Service.**—Only men who are experienced in all branches of post-office work will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, six hours. The county officer's certificate in the application form need not be executed. Applicants must have had at least two years' experience as clerk (not as carrier) in United States or Canal Zone post offices, and must be familiar with the receipt, distribution, and dispatch of mail matter, the issuance of money orders, the registration of mail, and the preparation of the various reports required of postmasters. Entrance salaries, \$100 and \$125 a month. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 20; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 10; READING ADDRESSES, test in noting with pen or pencil on a printed sheet of addresses differences between the printed addresses and the written addresses of which they are a copy, 10; TRAINING AND EXPERIENCE, 20. (For further requirements see sec. 34.)

The positions of postmaster and assistant postmaster in the Canal Zone are filled by the promotion of postal clerks.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

**Sec. 220. Postal Savings System.**—The duties in connection with these depositories in classified post offices are performed by the clerks in such post offices, and applicants desiring such positions should enter the regular post-office examination. (See sec. 223.)

**Sec. 231. Postmasters.**—All positions of postmaster of the fourth class, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa, are in the competitive classified service. Appointment to offices having an annual compensation of as much as \$180 is made as a result of appropriate open competitive examination in accordance with the civil-service law and rules: *Provided*, That in the event that for the examination for any office there are less than three applicants the commission may in its discretion authorize selection in the same manner as provided for offices with annual compensation of less than \$180. Examinations are held only when specially announced. Applications are not received until such announcement is made. Appointment to offices having an annual compensation of less than \$180 is made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General directs a post-office inspector to visit the locality and make selection and recommendation for appointment from among the persons filing applications, such selection and recommendation to be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The recommendation of the post-office inspector is approved or disapproved by the Post Office Department, and the department reports its action to the Civil Service Commission. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the commission upon request.

Postmasters at first, second, and third class post offices are appointed by the President subject to confirmation by the Senate.

**Sec. 222. Post-office inspector, Post Office Department.**—This examination will be given only upon the request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department, or in the office of the Auditor for the Post Office Department, for promotion or transfer to this grade. Application should be made to the Postmaster General, Washington, D. C.

**Sec. 223. Post-Office Service.**—The position of city letter carrier and the positions of assistant postmaster and clerk in first and second class post offices are classified. A board of examiners is organized at each classified post office for the purpose of furnishing information in regard to examinations and to hold examinations. For information relative to appointment to positions in third-class post offices application should be

An applicant for the position of assistant inspector of hulls must have the same qualifications as for local inspector, except that the required term of service is three years, at least one year of which service must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to Question 1 of their applications.**

The examinations are of the following classes:

1. For seaboard ports on inland waters of the Atlantic and Pacific coasts. The examination for this class includes sea navigation.
2. Inland ports on the inland waters of the Atlantic and Pacific coasts. Examination in sea navigation is not included. In this class are the ports of Albany, N. Y.; Burlington, Vt.; and New York, N. Y. (Inland register.)
3. Ports on the Gulf of Mexico, including New Orleans, La.; Apalachicola, Fla.; Galveston, Tex.; and Mobile, Ala.
4. Ports on the Great Lakes.
5. Ports on central western rivers.

In making certifications for the positions of local and assistant inspector of hulls in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat inspection district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days. First day, seven hours for the first four subjects; second day, one and one-half hours for lifeboats and life rafts, two and one-half hours for sea navigation (if this subject is taken), and one hour and twenty minutes for each additional sheet taken by the competitor on the subjects of hull construction and pilot rules and inland navigation. The additional sheets will be given only to competitors who are qualified to take the examination for other districts than the ones of which they are legal residents.

*Examination for ports not requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING**, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; **ARITHMETIC**, comprising problems in common and decimal fractions, mensuration, and square root, 10; **HULL CONSTRUCTION**, comprising questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and method of joining same, 30; **PILOT RULES AND INLAND NAVIGATION**, comprising questions on the pilot rules of the Board of Supervising Inspectors and Inland Navigation, 20; **LIFEBOATS AND LIFE RAFTS**, comprising questions relating to the capacity of lifeboats and life rafts, 10; **TRAINING AND EXPERIENCE**, 20.

*Examination for ports requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING**, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; **ARITHMETIC**, 10; **HULL CONSTRUCTION**, 20; **PILOT RULES AND INLAND NAVIGATION**, 20; **LIFEBOATS AND LIFE RAFTS**, 10; **SEA NAVIGATION**, including practical questions relating to sea navigation, 10; **TRAINING AND EXPERIENCE**, 20.

**NOTE.**—The subject of sea navigation will be required at the following-named ports only: Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Los Angeles, Cal.; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York,<sup>1</sup> N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of hulls he must receive at least 70 per cent in the examination in hull construction, at least 70 per cent in pilot rules and inland navigation, at least 70 per cent in each of the problems in sea navigation (where examination in sea navigation is required), and an average percentage in the entire examination of at least 70.

Each competitor taking the examination for the position of inspector of hulls for seaboard ports should bring to the examination room a copy of Bowditch's Navigator, or similar work on navigation containing the necessary tables for the solution of problems in latitude and longitude. Nautical almanacs will not be needed.

Form 1405, containing further information concerning the positions of local and assistant inspector of hulls, will be furnished upon application to the commission.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 196. Magazine attendant.**—This examination will be held only when eligibles are needed.

Apply for information concerning date and places of examination to the secretary of the board of examiners of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 197. Manual training teacher, Indian Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 198. Mate, Coast and Geodetic Survey.**—Age, 21 to 45 years; application and examination form, 1800. No educational test is required, but experience and character as shown by the application and vouchers will be rated on a basis of 100 for perfect, giving consideration to the date, length, quality, and character of the experience shown, and especially to experience which is continuous and recent. Applications for this examination may be filed at any time.

Each applicant must submit with his application a license as master or first or second mate issued by the Steamboat-Inspection Service, or a certificate from the service showing the character of the license which is held by the applicant, and should give in his application the names and tonnages of vessels upon which he has been employed. It is desired that vouchers be furnished from employers or superior officers under whom the applicant has worked. An eligible who is selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

**Sec. 199. Matron, Indian Service.**—Only applicants in perfect physical health, as shown by the medical certificate, will be permitted to enter this examination. From the list of eligibles resulting from this examination appointments will also be made to the positions of seamstress and housekeeper. Age, 24 to 45 years, but age limits do not apply to Indians, or to the wife of a superintendent of an Indian school who applies for examination for the position of matron, seamstress, or housekeeper in the same school; application and examination form, 304, including the medical certificate; time allowed, six and one-half hours. Subjects of examination and relative weights of

<sup>1</sup>At the port of New York some of the positions do not require a knowledge of sea navigation, and for these there are necessary only the requirements for inland port positions; at this port, therefore, the subject of sea navigation in the examination will be optional, but all applicants who can qualify for seaport positions are advised to take this subject, as their prospects of appointment are thereby increased.

subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, about seven lines of ordinary prose containing 20 or more misspelled words, 5; DOMESTIC ECONOMY, comprising practical, economical housekeeping and the training of pupils in domestic science and good morals, 25; NURSERY MANAGEMENT AND DOMESTIC HYGIENE, involving a knowledge of the principles of domestic hygiene, the diseases of children and their treatment by the nurse, the ventilation and disinfection of the sick room, what to do until the doctor comes in emergency cases, and the general duties of a nurse, 25; CUTTING, FITTING, AND SEWING, involving a knowledge of the principles of cutting, fitting, and sewing by both hand and machine, 15; KEEPING ACCOUNTS, a memorandum of domestic supplies received and issued is given and the competitor required to make the proper entries to account for same, 10; TRAINING AND EXPERIENCE, 15.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

(For information concerning the Indian Service, see sec. 33.)

**Sec. 300. Meat inspector, Bureau of Animal Industry, Department of Agriculture.**—This examination has been discontinued. (See Lay inspector, sec. 186; also Veterinarian, sec. 282.)

**Sec. 301. Mechanical and electrical engineer.**—This examination will be held only when eligibles are needed. (See sec. 44; also Junior engineer, mechanical or electrical, sec. 177.)

**Sec. 302. Messenger, Departmental Service.** (See Subclerical examination, sec. 257.)

**Sec. 303. Messenger boy, Departmental Service.**—Age, 16 to 18 years; application form, 304; time allowed, three hours. For positions in the departments at Washington this examination is held *only at Washington*. The salary of the position is so small that it is not advisable to have applicants who reside at a distance from Washington apply for the examination. Messenger boys appointed since September 18, 1909, can not be promoted to another grade.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside of the District of Columbia the examination will be held in the city or vicinity in which a vacancy exists.

The examination will be held only when eligibles are needed.

**Sec. 304. Minor field clerk, Reclamation Service.**—(See Field clerk, minor, sec. 146.)

**Sec. 305. Mint and Assay Service.**—Mint or assay offices are located in the following-named cities:

**Mints.**—Denver, Colo.; New Orleans, La.; Philadelphia, Pa.; and San Francisco, Cal.

**Assay offices.**—Boise, Idaho; Carson, Nev.; Deadwood, S. Dak.; Helena, Mont.; New York, N. Y.; St. Louis, Mo.; Salt Lake City, Utah; San Francisco, Cal.; and Seattle, Wash.

An application for examination for employment in a mint or assay office will not be accepted from a person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry will be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

Classified positions in the Mint and Assay Service are arranged in the following schedules:

**Schedule A, positions excepted from examination by the civil-service rules.**—Appointments to these positions may be made by the Secretary of the Treasury without examination upon nomination by the head of the establishment: One private secretary or confidential clerk to the superintendent, and one cashier in each mint and one in the assay office at New York.

*Schedule B, technical positions.*—Appointments to the following positions will be made from registers of eligibles established through appropriate examinations: Assistant assayer, assayer's assistant, assistant coiner, assistant melter and refiner, assistant engraver, curator, chief electrician, chemist, dynamo tender, engineer, assistant engineer, foreman of laboratory, superintendent of refinery, foreman of refinery, weigher in assay department, foreman and assistant foreman not in Schedule D.

*Schedule C, clerical positions—Subdivision 1:* Appointments to these positions will be made from eligibles without regard to experience, from first-grade registers: Clerk, register of deposits, custodian of vaults. *Subdivision 2:* Appointments to these positions will be made from among eligibles who have had appropriate experience: Cashier in assay office other than that of New York City, assistant cashier, book-keeper, all clerical positions requiring qualifications not tested by the ordinary clerk examination, chief clerk.

*Schedule D, mechanical trades and other skilled positions.*—For all positions under this schedule evidence will be required of the physical fitness of applicants to fill the positions for which they are examined. *Subdivision 1:* Appointments to these positions will be made after a registration test based upon experience and previous employment: Annealer, blacksmith, carpenter, cutter, diemaker, electrician, fireman, foreman and assistant foreman not in Schedule B, lead burner, machinist, melter, painter, plumber, prover, roller, scale repairer, sewing woman, skilled workman. *Subdivision 2:* Appointments to these positions will be made after an examination consisting of a simple educational test and a rating based upon previous employment: Captain of the watch, coin counter, doorkeeper, elevator conductor, guide, helper, janitor, janitress, messenger, selector, superintendent of building, telephone operator, watchman.

*Schedule E, technical assistants.*—Appointments to these positions will be made after competitive examination in either electrical engineering, mechanical engineering, chemistry and metallurgy, or chemistry and assaying, to which examination only graduates from technical schools of recognized standing who are over 20 and under 25 years of age will be admitted.

*Schedule F, unclassified positions.*—Appointments to these positions in the assay offices at New York, Seattle, and St. Louis, and in the mints at Denver, New Orleans, Philadelphia, and San Francisco, will be made from the labor registers kept by the secretary of the appropriate civil-service district. In other assay offices appointments to this schedule may be made without registration.

Persons appointed to Schedule F shall not be assigned to duties pertaining to other schedules. The duties of a position and not its designation determine its inclusion in Schedule F. Positions, however designated, must not be treated as unclassified unless their occupants are regularly engaged wholly on mere unskilled manual labor. Among such duties are included charwork, care of animals, harness, and wagons, loading wagons, and moving heavy materials.

Examinations for positions in this service are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the secretary of the civil-service district in which the mint or assay office in which employment is desired is located. (See sec. 36.)

**Sec. 206. Monotype operator.** (See Printer, sec. 226.)

**Sec. 207. Mounted inspector, Immigration Service.**—This examination is held for filling positions of mounted inspector in the Immigration Service on the Mexican border. Persons appointed as a result of this examination will not be eligible for promotion to regular inspector positions without having first passed the examination which is given for entrance to the service as immigrant or Chinese inspector. Age,



21 to 45 years; application forms, 304 and 1878; time allowed, four hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 4; ARITHMETIC, 4; LETTER WRITING, 4; PENMANSHIP, 4; COPYING FROM PLAIN COPY, 4 (all third grade, see sec. 42); PRACTICAL QUESTIONS (as to the general features of the immigration and Chinese-exclusion laws), 30; TRAINING AND EXPERIENCE, 50.

Applicants for this position should be capable of performing the arduous work incident to what is known as "line riding," which involves the performance of duty in the rough and mountainous country along the Mexican boundary far remote from the centers of civilization.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 208. National military parks.**—The names and locations of national military parks are as follows: Chickamauga and Chattanooga National Park, Chattanooga, Tenn.; Gettysburg National Military Park, Gettysburg, Pa.; Shiloh National Military Park, Pittsburg Landing, Tenn.; Vicksburg National Military Park, Vicksburg, Miss. For information concerning examinations for positions in this branch of the service apply to the district secretary of the civil-service district in which employment is desired. (See sec. 36.)

**Sec. 209. Naturalization examiner, Department of Labor.**—This examination has been superseded by the law clerk-stenographer-typewriter examination. (See sec. 185.)

**Sec. 210. Nautical expert, Hydrographic Office.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 211. Navy-Yard Service.**—A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it. Boards have been organized at the following naval establishments:

Navy yards at Portsmouth, N. H.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Washington, D. C.; Norfolk, Va.; Charleston, S. C.; Mare Island, Vallejo, Cal., and Puget Sound, Wash.; naval stations at Newport, R. I.; Key West, Fla.; New Orleans, La., and Pearl Harbor, Hawaii; Naval Proving Ground, Indianhead, Md.; Naval Training Station, Great Lakes, Ill.; Naval Academy, Annapolis, Md.; naval magazines at Iona Island, N. Y., and Lake Denmark, N. J.; depot of supplies, United States Marine Corps, Philadelphia, Pa.; aeronautic station, Pensacola, Fla.

All artisans and supervising artisans at navy yards or naval stations, or elsewhere in the field service of the Navy Department, not specifically excepted by law or Executive order, are included in the competitive classified service. All other positions embraced in Groups 2 to 5 (b), inclusive, in the list below are also in the competitive classified service.

The force in the Navy-Yard Service is divided under five groups, as follows:

**UNCLASSIFIED.**—*Group 1.* Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge.

**CLASSIFIED.**—*Group 2.* Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge.

*Group 3.* Artisans.

*Group 4.* Supervising artisans.

*Group 5.* (a) Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification.

(b) Special employees who are required to have educational and technical qualifications.

Applications for employment in Groups 1, 2, and 3 will be received at the office of the labor board at the navy yard or naval station on each working day of the year. Applicants for positions which appear on the approved annual schedule of wages will be furnished with the blank forms to be executed by them, which forms must be

returned, properly executed, at least two weeks before the end of the current quarter; otherwise they will be considered in the next quarter.

The positions embraced in Groups 4 and 5 (a), when not filled by promotion, may be filled through competitive examination. If an open competitive examination is to be held, notice thereof will be given by publication in the local press and by posting in the navy yard.

Positions embraced in Group 5 (b) in the Field Service are filled from registers maintained by the civil-service district secretaries (see sec. 36), or from registers in the office of the commission at Washington, D. C. For information concerning examinations for positions in Group 5 (b) application should be made to the district secretary of the civil-service district in which is located the navy yard or station in which employment is desired. (See Draftsman, copyist ship, sec. 111, and Draftsman, ship, sec. 120, this Manual.)

Applicants for employment in the occupations embraced in Group 1 will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which, except for boy applicants, includes a strength test.

The relative standing of applicants for positions embraced in Groups 2 and 3 will be determined by an examination comprising the elements of physical ability and training and experience. The ratings given to these elements will be based upon the applicant's statements in his application and upon corroborative evidence.

Applicants for original appointment to positions in Groups 1, 2, and 3 will be rated quarterly, and oftener when necessary to meet special needs.

The age limits for employment in positions embraced in Groups 1, 2, and 3 are as follows: *Group 1*—Boys, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 2*—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, 21 years or over; apprentices, between 15 and 18 years, and boys, rivet heaters, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 3*—Riveters, 18 years or over; operatives, female, 18 years or over, except that applications will not be accepted from persons more than 40 years of age unless they have had at least one year's experience in operating power-driven sewing machines; ordnance men, 23 years or over; all others, 20 years or over.

With a few exceptions clerks at navy yards and naval stations are paid a per diem compensation for working days and national holidays, but not for Sundays, i. e., on a basis of 313 days in a year. Upon the completion satisfactorily of the usual probationary term a per diem clerk is given an absolute appointment, and his employment continues for an indefinite period. The entrance rate of pay for clerks varies in accordance with the character of the work, but the following table indicates approximately the rates allowed at entrance for routine clerical work, bookkeeping, typewriting, and stenography:

	Per diem.	Per annum.
Routine work.....	\$2. 00 to \$2. 48=	\$626. 00 to \$776. 24
Bookkeeping.....	2. 48 to 3. 04=	776. 24 to 951. 52
Typewriting.....	2. 48 to 2. 80=	776. 24 to 876. 40
Stenography.....	3. 04 to 3. 76=	951. 52 to 1, 176. 88

Vacancies for clerks at navy yards where the compensation is in excess of \$3.04 per diem are usually filled by promotion. In accordance with law per diem employees at navy yards are granted 15 days' leave with pay each year, and in the discretion of the Secretary of the Navy said leave may be extended not to exceed 15 days in any one year in exceptional and meritorious cases where such employee is ill. During the first year of employment, however, the 15 days' leave with pay is granted at the rate of 1½ days per month as earned.

**Sec. 212. Observer, Weather Bureau.**—(See Assistant observer, sec. 64.)

**Sec. 213. Ordnance Department at large.**—Positions in the Ordnance Department at large are arranged in two classes, namely, those requiring an educational examination and those filled through noneducational examination.

The positions requiring educational examination are: Chemist; clerk; draftsman; draftsman, apprentice; draftsman, assistant; engineer, civil; engineer, mechanical; messenger; photographer; skilled office laborer; watchman.

The positions requiring no educational tests are: Assistant foreman; assistant to inspector of ordnance; chief inspector; foreman; gang boss; inspector; master armorer; master carpenter; master harness maker; master machinist; master mechanic; master painter; master plumber; magazine keeper; rate setter; steamboat captain; storehouse keeper; storehouse keeper, assistant; superintendent of bridges; speed boss.

Annealer; assembler; blacksmith; boiler maker; barrel driller; barrel heater; barrel reamer; barrel rifler; barrel roller; barrel straightener; barrel turner; bluer; browner; burnisher; bricklayer; carpenter; core maker; casehardener; craneman; cutter; diesinker; drop forger; electrician; engineer; farrier; filer; file cutter; fireman; gauge maker; hair spinner; harness maker; instrument maker; jeweler; lens grinder; mason; machinist; miller; millwright; molder; painter; packer; pad maker; pattern maker; pipe fitter; plater; plumber; polisher; printer; profiler; punch-press operator; rigger; roofer; saddler; screw maker; shaver; slater; steam fitter; stocker; stonecutter; stonemason; tapper; temperer; tinsmith; tool grinder; toolmaker; tool keeper; toolsmith; wireman; woodworker, machine.

Assistant engineer; assistant machinist; assistant millwright; assistant molder; chipper; laboratory assistant; machine operator; skilled workman; steam-hammer driver.

Chauffeur; deckhand; draw operator; draw tender; guard; janitor; oiler; skilled laborer; switchman.

Helper: Blacksmith's, carpenter's, electrician's, furnace, machinist's, molder's, plumber's, polisher's, printer's.

Charwoman; laborer; stableman; teamster.

Apply for information concerning employment to the board of examiners at the ordnance establishment in which employment is desired or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See sec. 36.)

Boards for this service are located at the following places:

Augusta, Ga.	Philadelphia, Pa.	San Antonio, Tex.
Benicia, Cal.	Manila, P. I.	Springfield, Mass.
Dover, N. J.	New York, N. Y.	Watertown, Mass.
Fort Hancock, N. J.	Rock Island, Ill.	Watervliet, N. Y.

**Sec. 214. Parcel post.**—Examinations are not held especially for the parcel post, parcel mail being handled by the regular postal employees in the same manner that other mail matter is handled. For information concerning examinations for the Post-Office Service apply to the civil-service district secretary in charge of the district in which employment is desired. (See sec. 36.)

**Sec. 215. Pharmacist, third class, Public Health Service.**—Men only will be admitted to this examination; age, 21 to 30 years; application form, 1312; time allowed, two days of seven hours each. The first five subjects will be given on the first day and the remaining subjects on the second day. The medical certificate on the application form must be executed by a medical officer of the Public Health Service. When this requirement would work a hardship upon an applicant because of his distance from such officer, he may have the certificate executed by any physician; in which event, however, he will be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants must show in their applications that they are graduates in pharmacy. Appointees may be required to

move from place to place, as pharmacists are subject to change of station from time to time. Unmarried men or men with small families are preferred. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; LETTER WRITING, 5 (all second grade, see sec. 41); ELEMENTS OF BOOKKEEPING AND ACCOUNTS, 5; CHEMISTRY, comprising the general principles of chemistry, a consideration of the preparation and constitution of the principal inorganic salts and carbon compounds, 20; PHARMACY, comprising the theory and practice of pharmacy, and the preparations of the United States Pharmacopœia, 40; MATERIA MEDICA, comprising the origin and preparation and general properties of drugs, physical and chemical, and the physiologic action, therapeutics, and dose, 15.

This examination will be held beginning on September 15, 1915. (See secs. 1 and 2.)

**Sec. 216. Photographer.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 217. Physician.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of physician in the Indian Service, physician in the Panama Canal Service, physician (formerly district health officer) in the Philippine Service, acting assistant surgeon in the Public Health Service, surgeon and assistant surgeon in the Coast and Geodetic Survey, and positions requiring similar qualifications in other branches of the service. Age 21 years or over, but eligibles who were more than 40 years of age on the day of the examination will not be certified except for filling vacancies in the position of acting assistant surgeon in the Public Health Service, and eligibles who were less than 22 or more than 30 years of age on the day of the examination will not be certified for positions in the Panama Canal Service. *An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for any other service. An applicant who desires to become eligible for appointment in one or more of the other services need file but one application for all the services (including the Indian Service, Public Health Service, the Coast and Geodetic Survey, and the Panama Canal Service). As a result of this examination a person may be eligible at the same time for appointment in the Panama Canal Service and the departmental services.* Unmarried men are desired for the Panama Canal Service.

Application forms, 2 for the Philippine Service and 1312, including medical certificate, for other services. For positions in the Philippine Service the medical certificate on Form 2 must be executed by some medical officer in the service of the United States. (See sec. 35.) For positions in the Public Health Service and in the Coast and Geodetic Survey the medical certificate on Form 1312 must be executed by an officer of the Public Health Service, except that when this requirement would work a hardship upon an applicant because of his distance from such officer he may have the certificate executed by any physician. In this event, however, he may be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants need not have the county officer's certificate executed.

Applicants must be graduates of recognized medical schools. Students who are members of the graduating class of any recognized medical school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the college showing that they have been graduated. Additional credit will be given to competitors for physician positions in the Tropics who have had special training in tropical medicine. Only persons who have had at least two years' experience in the practice of their profession since graduation will be eligible for appointment to the position of acting assistant surgeon in the Public Health Service.

Wherever practicable, appointments as acting assistant surgeon in the Public Health Service are made of eligibles residing at the place where the vacancy exists.

The number of surgeons and assistant surgeons in the Coast and Geodetic Survey actually employed and under pay at any time is nine. Four of these are employed in Alaska and on the Pacific coast, four in the Philippines, and one on the Atlantic coast and in Porto Rico. Officers serving in the Philippines receive 20 per cent additional pay and are usually relieved at the end of three years. All surgeons and assistant surgeons are attached to vessels; and while their first duty is to conserve the health of the crew, it is expected that they will take part in the work of the survey. Appointments will be confined to those who indicate in the personal question sheet of the examination willingness to accept service in any of the regions named.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, regional and minute anatomy, general physiology, the physiologic functions and relations of organs, 10; SURGERY AND SURGICAL PATHOLOGY, general and special surgery, surgical diagnosis, pathology, treatment, and technic, 20; CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS, elementary questions in inorganic and organic chemistry, the physiologic action and therapeutic uses and doses of drugs, 10; BACTERIOLOGY AND HYGIENE, the technic of bacteriologic laboratory methods, and the practical application of the principles of bacteriology and hygiene to prophylaxis and treatment, 15; GENERAL PATHOLOGY AND THEORY AND PRACTICE OF MEDICINE, the etiology, pathology, symptomatology, and treatment of diseases, 20; OBSTETRICS AND GYNECOLOGY, the general practice of obstetrics, diseases of women, their etiology, pathology, diagnosis, symptoms, and treatment, medical and surgical, 10; TRAINING AND EXPERIENCE, rated on the statement submitted by the applicant in his application, and corroborative evidence, 15.

Entrance salaries in the Indian Service range from \$900 to \$1,100 a year; in the Panama Canal Service, \$1,800 a year; in the Philippine Service, from \$1,600 to \$1,800 a year, with certain allowances for travel in the case of district health inspectors, and in some hospital positions other allowances, depending upon the nature of the work. In the Public Health Service the salaries range from \$480 to \$1,800 a year; in the Coast and Geodetic Survey the entrance salary is \$1,200, and those serving in the Philippines under the Coast and Geodetic Survey receive 20 per cent additional.

This examination will be held on September 15, 1915, for applicants for all services except the *Philippine Service*. (See secs. 1 and 2.) It is not probable that the examination for the Philippine Service will be held before the spring of 1916. Should an examination be held before that time it will be announced.

(For further information concerning the Indian Service see sec. 33; Panama Canal Service, sec. 34; Philippine Service, sec. 35.)

**Sec. 218. Plate printer, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination form, 1080. Applicants will be required to show that they have served an apprenticeship of at least four years. Those who began their apprenticeship since April 1, 1906, will be required to show that at least three years of it was served during minority under the instruction of a competent plate printer, whose name and position must be indicated in the application blank, and that no part of this period was served under 16 years of age. The above restrictions will not operate as against those apprentices who began their apprenticeship after April 1, 1906, in the Bureau of Engraving and Printing. The kind of experience and the character of the plate printing done by the applicant are considered in determining the ratings on the subject of experience, the highest ratings being given for work of the same character as the plate-printing work required in the Bureau of Engraving and Printing. No educational test is required. Applications for this examination may be filed at any time. (For further information see sec. 43.)

**Sec. 219. Postal clerk, Panama Canal Service.**—Only men who are experienced in all branches of post-office work will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, six hours. The county officer's certificate in the application form need not be executed. Applicants must have had at least two years' experience as clerk (not as carrier) in United States or Canal Zone post offices, and must be familiar with the receipt, distribution, and dispatch of mail matter, the issuance of money orders, the registration of mail, and the preparation of the various reports required of postmasters. Entrance salaries, \$100 and \$125 a month. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 20; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 10; READING ADDRESSES, test in noting with pen or pencil on a printed sheet of addresses differences between the printed addresses and the written addresses of which they are a copy, 10; TRAINING AND EXPERIENCE, 20. (For further requirements see sec. 34.)

The positions of postmaster and assistant postmaster in the Canal Zone are filled by the promotion of postal clerks.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

**Sec. 220. Postal Savings System.**—The duties in connection with these depositories in classified post offices are performed by the clerks in such post offices, and applicants desiring such positions should enter the regular post-office examination. (See sec. 223.)

**Sec. 221. Postmasters.**—All positions of postmaster of the fourth class, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa, are in the competitive classified service. Appointment to offices having an annual compensation of as much as \$180 is made as a result of appropriate open competitive examination in accordance with the civil-service law and rules: *Provided*, That in the event that for the examination for any office there are less than three applicants the commission may in its discretion authorize selection in the same manner as provided for offices with annual compensation of less than \$180. Examinations are held only when specially announced. Applications are not received until such announcement is made. Appointment to offices having an annual compensation of less than \$180 is made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General directs a post-office inspector to visit the locality and make selection and recommendation for appointment from among the persons filing applications, such selection and recommendation to be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The recommendation of the post-office inspector is approved or disapproved by the Post Office Department, and the department reports its action to the Civil Service Commission. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the commission upon request.

Postmasters at first, second, and third class post offices are appointed by the President subject to confirmation by the Senate.

**Sec. 222. Post-office inspector, Post Office Department.**—This examination will be given only upon the request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department, or in the office of the Auditor for the Post Office Department, for promotion or transfer to this grade. Application should be made to the Postmaster General, Washington, D. C.

**Sec. 223. Post-Office Service.**—The position of city letter carrier and the positions of assistant postmaster and clerk in first and second class post offices are classified. A board of examiners is organized at each classified post office for the purpose of furnishing information in regard to examinations and to hold examinations. For information relative to appointment to positions in third-class post offices application should be

made to the Postmaster General, Washington, D. C. Apply for information concerning examinations for positions in first and second class post offices to the board of examiners at the post office in which employment is desired. (See secs. 36 and 214; also Postmasters, sec. 221.)

**Sec. 224. Press feeder (cylinder or platen), Government Printing Service.**—Age, male, 21 years or over; female, 18 years or over; application forms, 304 and 1145; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 16; ARITHMETIC, 16; LETTER WRITING, 16; PENMANSHIP, 16; COPYING FROM PLAIN COPY, 16 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, 20. Experience is rated on the statements and vouchers furnished on Form 1145 as follows: For three months' experience, 50; six months, 60; nine months, 65; one year, 70; fifteen months, 75; eighteen months, 80; twenty-one months, 85; two years, 90; two and one-half years, 95; three years or more, 100 per cent. In order to secure these ratings the experience claimed must be continuous and recent. No credit is allowed for experience gained subsequent to the date of taking the educational part of the examination, and no application is accepted which does not show that the applicant has had either (1) at least three months' experience and has fed, at the rate of 1,200 sheets per hour, sheets not less than 24 by 38 inches in size on a cylinder press or sheets not less than 14 by 17 inches in size on a platen press, or (2) at least three months' experience in packing and banding cards of approximately 3½ by 5½ inches, at the rate of at least 300 packets per hour.

Separate registers will be established of those with experience in feeding presses and of those with experience in packing and banding cards.

This examination will be held in the fall of 1915. (See secs. 1 and 2.)

**Sec. 225. Pressman (men only), Government Printing Service.**—Age, 21 years or over; application forms, 304 and 1746. The medical certificate in Form 304 need not be executed. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Form 304 and corroborative evidence, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

Occasionally appointments are made from the register resulting from this examination to positions in the apportioned Departmental Service. Applicants who wish to be considered for the apportioned service should have the county officer's certificate on the application blank executed and should meet the residence and domicile requirements specified in section 18.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 226. Printer, Government Printing Service.**—Age, 20 years or over; application forms, 304 and 1745. The medical certificate and county officer's certificate in form 304 need not be executed. Time allowed, five and one-half hours for the basis subjects, and three hours on the following day for each optional subject taken. Applicants must show in their applications that they have served at least five years in the trade of compositor, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. Persons who take either the linotype or monotype optional subject must have had at least one year's experience in the operation of linotype or monotype machines, which experience may be concurrent with the compositor experience. No credit will be allowed in the examination for experience gained below the age of 14 years. Basis subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 3; ARITHMETIC (third grade, see sec. 42), 3; LETTER WRITING

(third grade, see sec. 42), 3; PENMANSHIP, 3; COPYING FROM ROUGH DRAFT, 15; ABBREVIATIONS, 5; CORRECTING PROOF, embracing the interpretation of proof-readers' marks, 10; TABULATING, arrangement of matter in tabular form and indication of the cast, 8; JOB COMPOSITION, MAKING-UP, IMPOSING, BANK WORK, EDITING AND PROOF READING, JACKET WRITING, ESTIMATING, AND COMPUTING, 25; TRAINING AND EXPERIENCE AS BOOK AND NEWSPAPER COMPOSITOR, 25. The last two subjects are rated on Forms 304 and 1745, and corroborative evidence.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the basis subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state, at the head of his application, the optional subjects in which he desires examination.

(1) MECHANISM AND OPERATION OF LINOTYPE (practical questions), (2) MECHANISM AND OPERATION OF MONOTYPE (practical questions), (3) ARRANGEMENT OF WORK FOR JOB PRINTING.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Certifications for appointment will be made (1) of eligibles having the highest ratings on a certain optional subject, who have also passed on the basis subjects, and (2) of eligibles who have the highest average percentage on the basis subjects only.

It is expected that appointments will be made chiefly from the optional registers, and only in exceptional cases will certifications be made from the register resulting from the basis examination alone.

Vacancies in compositor positions in any part of the service may be filled by certification from the printer register.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 227. Printer, Philippine Service.**—Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including the medical certificate. Time allowed, two days of seven hours each. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PROOF READING, a practical test in reading and marking galley proof of straight and tabular matter requiring corrections of typographical errors, abbreviations, type, and style, 20; COPY EDITING, a practical test in the preparation of several sheets of manuscript, indicating title page, new odd or even pages, type of text and headings, cast, all indentations, etc., so that it could be followed literally by the printer, 35; TRADE QUESTIONS on job and book composition, making up, imposing, bank work, work-order writing (writing instructions for processing work), estimating and computing, also questions as to the competitor's experience in the various specialties of the trade, and knowledge of the auxiliary trades of pressman, bookbinder, electrotyper, and photo-engraver, 25; TRAINING AND EXPERIENCE, 20.

The position of printer is in the Bureau of Printing, Manila, P. I. Entrance salary, \$2,000 a year; advance within six months to \$2,250; and promotion to \$2,500 as vacancies occur, when efficiency is demonstrated.

The corps of printers in the Philippine Bureau of Printing is limited, and men must be secured with the widest range of knowledge in the trade. Their assignments range from elementary work to the editing of scientific and technical manuscript. They are designated "craftsmen instructors" and must possess ability to instruct Filipinos in all the specialties of the trade, and, besides, must have executive ability in order that advancement to executive positions can be made as vacancies occur.

In answer to Question 19 relating to experience in the application form the following additional facts must be furnished, following "(e)" in the application form:



(f) Applicants must show that they have served at least five years at the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman.

(g) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time served with each as an apprentice.

(h) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time employed by each as a journeyman, and specify every branch or kind of work on which employed, giving the length of time employed on each kind of work.

The Bureau of Printing employs Filipinos as workmen, and the duties of the Americans employed in the bureau are mainly of a supervisory character; that is, to direct the work and see that it is properly done, and to see that the machinery is kept in good order. Applicants should therefore possess the requisites of instructors and have the disposition to impart their knowledge to the native help. Promotions to vacancies are based upon the ratings attained by employees in ability and efficiency. (For further requirements, see sec. 35.)

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 228. Printer's assistant, Bureau of Engraving and Printing.**—This position will be filled as a result of the skilled-laborer (female) examination, and persons desiring appointment to this position should apply for that examination. (See sec. 241.)

**Sec. 229. Proof reader.**—The position of proof reader in the Government Printing Office is filled by the promotion of printers, and hence no examination for it will be given by the commission.

**Sec. 230. Public Health Service.**—The employees of the Public Health Service are distributed throughout the United States, but most of them are employed at the marine hospitals, quarantine stations, or offices located at the following-named places:

Baltimore, Md.	Lewes, Del.	Portland, Me.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Brunswick, Ga.	Louisville, Ky.	Port Townsend, Wash.
Buffalo, N. Y.	Manila, P. I.	Quarantine, La.
Cairo, Ill.	Mayport, Fla.	St. Louis, Mo.
Carrabelle, Fla.	Memphis, Tenn.	San Diego, Cal.
Cedar Keys, Fla.	Miami, Fla.	San Francisco, Cal.
Charleston, S. C.	Milwaukee, Wis.	San Juan, P. R.
Chicago, Ill.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	New Orleans, La.	Seattle, Wash.
Detroit, Mich.	Norfolk, Va.	South Boca Grande, Fla.
Evansville, Ind.	Pensacola, Fla.	Southport, N. C.
Fernandina, Fla.	Perth Amboy, N. J.	Stapleton, N. Y.
Galveston, Tex.	Philadelphia, Pa.	Vineyard Haven, Mass.
Honolulu, Hawaii.	Pittsburgh, Pa.	Washington, D. C.
Key West, Fla.	Ponce, P. R.	Wilmington, N. C.

- All employees at marine hospitals and quarantine stations must be of the male sex and preferably unmarried, as no quarters are furnished for families. At southern quarantine stations preference will be given to applicants who are shown to be immune to yellow fever.

Appointments or employments in any one of the minor positions (such as quarantine attendant, nurse, master, deck hand, pilot, seaman, cook, cabin boy, ship keeper, boatman, engineer for quarantine duty, engineer in marine hospitals, etc.) are made as a result of registration at the marine hospital or station at which employment is sought, and the proper application form (No. 1370) can be obtained

from the officer in charge. Upon its execution the applicant must appear before the medical officer for physical examination and must be passed by that officer in order to become eligible.

There is no educational test for these minor positions, and the applicant is rated upon the basis of the information furnished in the application filed by him.

The position of assistant surgeon in this service is filled by appointment by the President with the advice and consent of the Senate. Persons desiring appointment to this position should communicate with the Surgeon General, Public Health Service, Washington, D. C.

The positions of acting assistant surgeon, pharmacist (third class), clerk, stenographer and typewriter, and professional positions not specified, in this service will be filled from appropriate registers or from specially announced examinations. (See secs. 215 and 217.)

**Sec. 231. Quartermaster Corps.**—The branch of the service formerly known as the Quartermaster's Department at large is now embraced in the Quartermaster Corps. The Army appropriation act, approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive examinations held by the Civil Service Commission may be filled through such examination or by enlistment. At least for the present the positions named below will be filled through examinations.

Educational examinations will be given for the following: Chemist; civil engineer; clerk (qualified in passenger and freight accounts); clothing examiner; draftsman; engineer (stationary); inspector of clothing; inspector of construction; inspector of meat; inspector of shoes; inspector of supplies; messenger; stenographer; superintendent of construction; veterinarian; watchman.

Noneducational examinations will be given for the following: Engineer (stationary); forester; gardener; janitor; packer (at depots); rodman; warehouseman; wheelwright; positions in the harbor boat service.

The positions of assistant stationary steam engineer and stationary steam engineer are noneducational, provided that the salary paid is not in excess of \$900; for positions paying more than \$900 educational tests will be required.

The above-named positions will be filled as far as practicable from the regular eligible registers of the commission. In the absence of eligibles specially announced examinations will be held.

The age limits for mechanical trades and other noneducational positions in this service are: Men, 20 to 50 years; women, 18 to 50 years.

Application forms for noneducational examinations and for the watchman, messenger, and stenographer examinations may be secured from, and should be filed with, the district secretary having jurisdiction of the territory in which the depot or office in which employment sought is located. Applications for positions in the Quartermaster Corps in Colorado and New Mexico are to be filed with the secretary of the Seventh Civil-Service District. (See sec. 36.)

The noneducational positions mentioned as existing in the Quartermaster Corps do not exist in all of the districts, and applications are accepted by the district secretaries only for such positions as exist in their respective districts.

For information relating to positions filled by enlistment, application should be made to the Quartermaster General of the Army, Washington, D. C.

**Sec. 232. Railway mail clerk.**—Age, 18 to 35 years; application form, 304; medical certificate on application form must be executed; county officer's certificate is not required; time allowed, 5 hours; entrance salary, \$900 a year. Applicants must be at least 5 feet 5 inches in height, exclusive of boots or shoes, must weigh not less than 130 pounds in ordinary clothing without hat or overcoat, and must have no physical defects. The use of eyeglasses will not necessarily render a person ineligible for examination. Any attempt to deceive in regard to height, weight, or age will be deemed

sufficient cause for barring an applicant from future examinations. Eligibles selected for appointment may be required to take an additional physical examination at their own expense before entering upon duty. The general superintendent of the Railway Mail Service has advised the commission that persons reporting for duty will be required to be vaccinated or to show that they have been successfully vaccinated. Women are not admitted to this examination. Persons who desire appointment to the position of mail weigher in the Railway Mail Service should apply for and take the examination for railway mail clerk. Appointment to the position of sea postal clerk is usually made by transfer or promotion from the Railway Mail or Post-Office Service, and application should be made to the Postmaster General, Washington, D. C.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 40), 10; ARITHMETIC, addition, subtraction, multiplication, and division of whole numbers, common and decimal fractions, compound numbers, involving a knowledge of the ordinary tables of weights and measures, and arithmetical analysis, 20; LETTER WRITING, a letter of not less than 150 words on either of two subjects given, 20; PENMANSHIP, 20; COPYING FROM PLAIN COPY (second grade, see sec. 41), 20; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 41), 10.

The railway mail clerk examination will not be included in the fall schedule of examinations. If it should be necessary to hold this examination in certain States, it will be specially announced.

**Sec. 233. Railway Securities Commission.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 234. Reclamation Service.**—All positions in this service are classified and subject to examination except those hereafter mentioned under the heading "Unskilled labor."

All classified positions may be considered under two headings: First, those requiring an educational test; and, second, those requiring no educational test, and known as trades positions.

*Educational examinations.*—The principal positions requiring an educational test are: Junior engineers, assistant engineers, engineers, draftsmen and computers, bookkeepers, clerks, field clerks, stenographers, copyists, typewriters, skilled laborers, watchmen; specialists or experts in various lines, for which special examinations are held from time to time, such as chemists, electrical engineers, law clerks, physicians, etc.

Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission. Whenever necessary, specially announced examinations will be held to meet the needs of the service. (See sec. 44.)

Application should be made to the U. S. Civil Service Commission, Washington, D. C., or the district secretary (see sec. 36), for all information concerning educational examinations. (See secs. 59, 146, 171, and 173.)

Certification may be made from the eligibles of the district in which the service is to be rendered.

*Noneducational examinations.*—Positions requiring no educational tests are as follows: Superintendents of construction, irrigation, or grading; corral bosses, etc. Inspectors, including inspectors of earthwork, masonry, concrete, etc. Foremen, including master laborers, master workmen, master carpenters. Survey men, who may perform the duties of transitmen, levelmen, rodmen, chainmen, etc. Recorders and receivers of material, including property or store clerks, timekeepers, toolkeepers, stewards, and storekeepers. All employees performing special duties, as cement testers, concrete finishers, cranesmen, dam and headgate tenders, deputy inspectors,

dredge engineers, ditch riders, electrical assistants, stationary engineers, steam-shovel engineers, gate tenders, helpers, janitors, line riders, powder men, riggers, stewards, trackmen, truckmen, etc.

Application should be made to the local board of examiners at any one of the following-named places for the noneducational examinations mentioned above. Local boards of examiners have been constituted by the commission at the following points:

Boise, Idaho.	Huntley, Mont.	Phoenix, Ariz.
Browning, Mont.	Klamath Falls, Oreg.	Poplar, Mont.
Easton, Wash.	Malta, Mont.	Powell, Wyo.
Elephant Butte, N. Mex.	Meadow Creek, Wash.	Provo, Utah.
El Paso, Tex.	Mitchell, Nebr.	Rupert, Idaho.
Fallon, Nev.	Montrose, Colo.	St. Ignatius, Mont.
Fort Shaw, Mont.	Naches, Wash.	Savage, Mont.
Grand Junction, Colo.	Newell, S. Dak.	Sunnyside, Wash.
Great Falls, Mont.	Okanogan, Wash.	Yuma, Ariz.
Hermiston, Oreg.	Orland, Cal.	

The boards of examiners should be addressed as follows:

Board of Civil-Service Examiners, U. S. Reclamation Service,

..... (adding post-office address of particular board).

*Unskilled labor.*—All unskilled laborers are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen and their occupation is of the most temporary character. With these are grouped the following: Apprentices in mechanical trades, axmen, bakers, boatmen, cooks, cooks' helpers, derrick men, drill men, drivers, hostlers, teamsters, and waiters.

**Sec. 235. Rodman and chainman, Interstate Commerce Commission.**—Age, 18 to 28 years; application form, 1800.

The number of eligibles obtained for District No. 1, which comprises the States named below, is now in excess of the needs of the service, and therefore applications from residents of these States will not be received until further notice. The States comprised in District No. 1 are:

Connecticut.	Massachusetts.	Pennsylvania.
Delaware.	New Hampshire.	Rhode Island.
District of Columbia.	New Jersey.	Vermont.
Maine.	New York.	Virginia.
Maryland.	North Carolina.	West Virginia.

Applications from residents of other States will be received at any time. Competitors will not be assembled for examination, but will be rated on the subjects of physical ability, and training and experience. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training and experience, 60.

References given on the application form should be any of the following: (1) An officer or member of the firm or corporation by which the applicant was or is employed; (2) an engineer, superintendent, or instructor under whom he was or is employed; (3) a fellow employee. In any case references must have knowledge of the applicant's work.

Applicants must have had at least a common-school training, must be physically qualified for performing the duties required in the position, and must be free from color-blindness.

Training and experience will be rated on the following schedule: (The ratings assigned refer to length of service or the quantity of experience; but both quantity and quality of experience will, of course, be considered by the examiners in each case. The ratings indicated are minimum ratings for the quantity of experience

shown.) (a) For college (technical) students: In junior year in good standing, without experience, 75; in senior year, in good standing, without experience, 80; in senior year, with six months to one year's summer experience, 85. (b) For graduates in civil engineering: With six months to one year's experience, 90; with one to two years' experience, 95; with over two years' experience, 100. (c) For those who have no technical school training: With not less than one year's good experience, 70; for two to seven years' good experience an additional credit of 5 will be given for each year after the first. The maximum rating of 100 will be given for seven or more years' such experience.

Persons appointed as a result of this examination, and who comply with the entrance qualifications, may, after not less than one year's service and upon the request of the Interstate Commerce Commission, be promoted to the position of junior civil engineer upon passing noncompetitively the junior civil engineer examination.

**Sec. 236. Rural delivery carrier.**—Age, 18 to 55 years, the maximum limit being waived in case of honorably discharged United States soldiers or sailors. A copy of the regulations may be obtained from the commission at Washington upon request, or from the district secretary. (See sec. 36.)

**Sec. 237. Safety-appliance inspector, Interstate Commerce Commission.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 238. Scientific assistant, Department of Agriculture.**—Age, 20 years or over; application form, 1312. Time allowed: Four hours for the first and second subjects combined, three and one-half hours for the practical questions in each optional (scientific) subject taken, and one hour for each language taken. The first and second subjects will be given on the first day. The particular time at which any optional (scientific) subject may be taken can not be determined in advance, but generally one of these optional subjects will be given the competitor on the first day and two on each succeeding day.

Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 40), 10; REPORT WRITING, 10; PRACTICAL QUESTIONS ON EACH OPTIONAL (SCIENTIFIC) SUBJECT CHOSEN, 30; THESIS (to be delivered to the examiner on the first day of the examination), 15; EDUCATION, TRAINING AND EXPERIENCE, in each optional (scientific) subject chosen, 35.

For the optional subject of Library science, an educational training equivalent to one year in a library school is a prerequisite for consideration. For all other optional subjects graduation with a bachelor's degree from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to graduate within four months, is a prerequisite for consideration.

The third subject will consist of practical questions relating to the optional (scientific) subject or subjects in which the applicant desires to be examined. The general nature of the work covered by these questions in each scientific subject is indicated below.

Examination will be given in the following-named optional (scientific) subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                           |                                 |                        |
|---------------------------|---------------------------------|------------------------|
| 1. Agronomy.              | 8. Horticulture.                | 13. Plant pathology.   |
| 2. Animal husbandry.      | 9. Library science.             | 14. Plant physiology.  |
| 3. Dairying.              | 10. Marketing and distribution. | 15. Pomology.          |
| 4. Entomology.            | 11. Nutrition and calorimetry.  | 16. Seed testing.      |
| 5. Farm management.       | 12. Plant breeding.             | 17. Soil bacteriology. |
| 6. Forage crops.          |                                 | 18. Soil surveying.    |
| 7. Grain standardization. |                                 |                        |

**Agronomy.**—This subject includes general questions on field crops with reference to their classification, adaptation, distribution, comparative importance, etc.; also

practical questions on cultural and harvesting methods, rotations, and other related subjects. Several appointments are made each year from the register in agronomy. Qualified persons are urged to enter this examination, since the commission has experienced considerable difficulty in securing a sufficient number of properly qualified eligibles to meet the demands of the service. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Animal husbandry.*—This subject covers the general field of animal husbandry, including poultry husbandry. The usual entrance salary ranges from \$900 to \$1,500 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,500 a year will be made only from those attaining the highest averages in the examination.

*Dairying.*—This subject includes general questions on the breeding, feeding, and care of dairy live stock and the production of dairy products. Some of the commercial problems related to dairying are also considered. The object of this examination is to secure persons who have had a general fundamental training in dairying. Usual entrance salary \$1,000 to \$1,440 a year.

*Entomology, general and economic.*—This subject includes questions on insect classification, biology, and behavior; also practical questions on the remedies for combating the principal injurious insects. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm management.*—This subject comprises questions relating to cropping systems for farms of different sizes and types, geographic distribution of crop and stock enterprises and reasons for the same, conditions affecting the profitability of stock and crop enterprises, the seasonal distribution of labor on different crops, standards of farm labor, leases, contracts, etc. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from eligibles who have had at least three years' experience in managing a farm, or teaching agriculture in a high school or college, or conducting investigational work in agricultural subjects involving field experiments or study of farm practice, and who attain an average percentage of at least 77 in the examination.

*Forage crops.*—Formerly given as agrostology, but now changed to its present title. Consists principally of questions regarding the cultivation and utilization of the principal forage crops, including temporary and permanent pasture crops. This subject is really a subdivision of the first-mentioned subject of agronomy, the only difference being that it deals more specially with forage crops than the general subject of agronomy. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Grain standardization.*—This subject comprises practical and technical questions covering the various phases of grain production, handling, storing, grading, milling, deterioration, structure, and chemical composition. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to

exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Horticulture.*—This subject comprises questions on vegetable gardening (both market gardening and truck farming), the botany of vegetables, the breeding of vegetable plants, and the methods of cultivation, harvesting, packing, and shipment of truck as well as market-garden crops; also general questions concerning insect pests and fungous diseases of these crops. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

*Library science.*—This subject consists of questions on library economy, including cataloguing, classification, book ordering, loan systems, reference work, and bibliography, especially the bibliographies of the sciences that pertain to agriculture. Qualified persons are urged to enter this examination, as difficulty has been experienced in securing a sufficient number of eligibles. The usual entrance salary ranges from \$840 to \$1,000 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,400 a year. Certification to vacancies paying more than \$1,000 a year will be made only from those attaining the highest averages in the examination.

*Marketing and distribution.*—This subject includes questions on the general subject of the preparation, distribution, and sale of farm products, including packing, standardization, transportation, storage, and the accumulation and dissemination of information on supply and demand. The usual entrance salary is \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Nutrition and calorimetry.*—This subject includes questions on experimental methods in nutrition and calorimetry, physiology and chemistry of nutrition, etc. The usual entrance salary ranges from \$1,020 to \$1,440 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those attaining the highest averages in the examination.

*Plant breeding.*—This subject comprises questions on general plant breeding, including variation, hybridization, and the general evolutionary study of plants, especially those utilized in agriculture. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Plant pathology.*—This subject comprises questions on plant pathology, control of plant diseases, special cultural methods for fungi and bacteria, and bibliography of plant diseases; also elementary questions in mycology, microtechnique, general bacteriology, and photographic technique. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Plant physiology.*—This subject comprises questions on general plant physiology, but with special bearing on physiological investigations of alkali and drought resistance. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally

appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Pomology.*—This subject includes questions on pomological botany, varieties of fruits, control of insect and fungous diseases, the production of fruits, methods of packing, shipping, marketing, etc. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

*Seed testing.*—This subject comprises questions on general botany, including systematic, morphological, and physiological botany, with special reference to testing seeds for purity and germination. Usual entrance salary, \$840 to \$1,200 a year.

*Soil bacteriology.*—This subject consists of questions on soil bacteriology and bacteriological technique, including questions on botanical and chemical subjects related to soil bacteriology. Usual entrance salary, \$1,400 to \$1,620 a year.

*Soil surveying.*—This subject comprises questions on the making of simple base maps, the identification and classification of soils, and the relation of soils to agriculture. The usual entrance salary ranges from \$960 to \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

The thesis called for under the fourth subject must be prepared prior to the examination and be delivered to the examiner on the first day of the examination. Each competitor must enter on his thesis his name, address, examination number, and the optional or optionals in connection with which he wishes the thesis considered.

The thesis may include the results of some original investigation on the part of the applicant, or it may represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts. It is preferred, however, that it include the results of some original investigation. If the applicant desires to be examined in two or more optional subjects, it is advisable to submit a separate thesis for each subject. If but one thesis is submitted, it will be graded in connection with each optional subject upon which the applicant is examined, and a thesis having little or no bearing upon any particular optional will not be given a high rating in connection with that optional. The length of the thesis may be determined by the applicant and the thesis may be in handwriting or typewriting.

The thesis may be on any size paper most convenient and must be accompanied by a sworn statement in the following language: "I, the undersigned, do solemnly swear (or affirm) that in the preparation of the accompanying thesis the composition is entirely my own, and that I have given full credit by quotation marks or references to authorities for any quoted matter." The oath must be taken before a notary public or other officer authorized to administer oaths for general purposes, and the officer's signature must be authenticated by official seal. If the oath be taken before a justice of the peace or other officer who has no official seal, his official character must be certified by the clerk of the court, secretary of state, or other proper officer, under official seal.

The fifth subject, that of education, training, and experience in the specific work covered by the optional (scientific) subject, will be rated from statements made in the application form and corroborative evidence.

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional (scientific) subjects will not be eligible for appointment. No



optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional (scientific) subject.

In addition, an applicant may select one or more of the following languages for examination: French, German, Italian, Russian, Spanish. None of these subjects is required, it being entirely optional with the applicant whether any of them are taken. Each will be rated on the basis of 100 per cent, but no credit will be given for the language subject in connection with any optional scientific subject if the rating received is less than 70. The tests will consist of simple prose translations into English, one hour being allowed for each language. The particular time at which any of these subjects may be taken can not be determined in advance.

The positions for which the examinations are held offer many attractive features. Excellent opportunities are afforded for scientific research in the laboratories of the Department of Agriculture. Furthermore, practically all of these positions require more or less investigational work in the field outside of Washington, D. C., which enables one to obtain a broad and comprehensive view of one's special subject of investigation as related to the entire country. When traveling in the field away from either official or temporary headquarters the expenses of the investigator are paid.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 18.)

This examination, in all subjects, will be held beginning on October 13, 1915. (See secs. 1 and 2.)

**Sec. 239. Seamstress, Indian Service.**—Examination identical with that for matron, and applicants desiring appointment to this position should apply for the matron examination. (See secs. 33 and 199.)

**Sec. 240. Secret Service, men only.**—Applicants for positions in the Secret Service of the Treasury Department should forward, addressed to the Secretary of the Treasury and marked "Personal," Form 304, properly executed, and such evidence as to their experience, training, qualifications, and personal characteristics as they may be able to obtain, without any reference to their political or religious affiliations, which may be considered as proof of their fitness for employment in this service. This examination is confined to experience and personal fitness. Applicants should also give the names and addresses of the persons to whom they refer as to their character and qualifications for employment in this service. Inquiries in regard to applications filed for this service should be addressed to the Secretary of the Treasury.

**Sec. 241. Skilled laborer (female).**—Age, 18 to 35 years; minimum height, 4 feet 10½ inches, without shoes; application form, 304. Vision must be normal in each eye, or rendered so by lenses. From this examination certifications will be made to fill vacancies as they may occur in the positions of printer's assistant in the Bureau of Engraving and Printing and skilled laborer (female) in the Government Printing Office. No person will be certified to the Bureau of Engraving and Print-

ing who is less than five feet in height, without shoes, or who was on the date of the examination less than 20 years of age. This examination is held only at Washington, D. C.

Application blanks may be obtained from the commission at any time and should be executed and filed with the commission immediately upon their receipt. When a date for the examination is determined all persons having applications on file will be notified when to report for examination. Applicants should notify the commission of any changes in their post-office address. Form 1419, containing further information, will be furnished upon request.

**Sec. 242. Skilled laborer (male), Departmental Service.**—(See Subclerical examination, sec. 257.)

**Sec. 243. Special agents, special employees, and confidential agents, Treasury Department.**—The positions of special agent under the Treasury Department and the positions of special employee and of confidential agent in the Customs Service are in the competitive classified service. These positions are filled by the promotion of persons already in the competitive classified service in or under the Treasury Department after passing appropriate examination, which is given only upon request of the Secretary of the Treasury.

**Sec. 244. Statistical clerk, Departmental Service.**—Age, 20 years or over on the date of the examination; but one or more bureaus may request certification of eligibles for permanent appointment who have not reached their thirtieth birthday. Application form, 1312; time allowed, subject 1, three hours, subject 2, four hours. Subjects of examination and relative weights of subjects on a scale of 100: 1. OUTLINING STATISTICAL TABLES from a submitted schedule, 20; 2. PRACTICAL TEST IN STATISTICAL WORK: (a) Percentage computations, 10; (b) average computations, 5; (c) addition, 5; (d) tabulation, 10; (e) time consumed on subject 2, 10; 3. EDUCATION AND EXPERIENCE, 40.

In order to qualify for this position applicants must have had experience of such a nature that they are able to outline statistical tables from a submitted schedule and perform usual statistical computations. Experience in stenography, typewriting, and the operation of computing machines is desirable, although not required. Consideration will be given to all of the applicant's educational training and experience.

Each applicant should furnish the names of at least five persons who are qualified to judge of his or her qualifications and fitness for the position for which he or she applies. These persons will be called upon by the commission to furnish information which must include the nature and extent of their acquaintance with the applicant's work, and this information will be given consideration in determining the rating on experience.

The following questions in regard to education and experience are to be substituted for the question with reference to the applicant's knowledge of a mechanical trade and the question regarding practical experience in profession, occupation, or business, in Form 1312, for the examination for the position of statistical clerk.

Each applicant must answer these questions in his own handwriting, in the application form or on a separate sheet, which should be attached to Form 1312, numbering to correspond.

**Question A.** State fully and in detail your practical experience in stenography, typewriting, and the operation of computing machines; state (a) when, giving date, (b) where, (c) by whom you were employed, (d) the salary or compensation received, and (e) the specific nature of your duties in each case. (The answers to this question should be accurate and complete.)

**Question B.** State fully and in detail all statistical experience which you may have had, giving (a) date, (b) place, (c) by whom employed, (d) salary or compensation received, and (e) the specific nature of your duties in each case. (The answers to this question must be accurate and complete.)

In rating the element of time on subject 2, if the competitor consumes not more than two and one-half hours on this subject, 100 per cent for time will be given; for every two minutes consumed more than two and one-half hours, but not exceeding four hours, 1 will be deducted from 100. Not to exceed four hours will be allowed for the work on subject 2.

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 245. Stenographer and Typewriter. General information (all services).—***Branches of the service.*—Stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental Service, which comprises the departments and other Federal offices in Washington, D. C. (see secs. 246, 250, and 277); the Field Service, which comprises Federal offices outside of Washington, D. C. (see sec. 251); the Panama Canal Service, which comprises offices of the Panama Canal in the Canal Zone (see secs. 248, 252, and 279); and the Philippine Service, which comprises offices of the civil service of the Philippine Islands (see sec. 253). The combined stenographer and typewriter examination is given for each of the four branches; the separate stenographer examination is given for the Departmental and Field Services; the separate typewriter examination is given for the Departmental, Field, and Panama Canal Services.

Examinations for the Field Service are held separate from those for the other three services. As a result of one stenographer and typewriter examination, a man may become eligible for appointment to the Departmental, Panama Canal, and Philippine Services when examinations for the different services are held at the same time. As a result of one typewriter examination a man may become eligible for appointment to the Departmental and Panama Canal Services when examinations are held for both services at the same time. A person who desires to become eligible for appointment to the Field Service will be required to take an examination especially for that service. Applicants are required to indicate clearly in their applications the service or services in which employment is sought.

A separate application is required for each service, except that a single application, on Form 1312, is sufficient for the Departmental and Panama Canal Services.

*Instructions of special importance.*—Applicants should give special attention to the following:

The age limits for entrance to the examinations for the different branches of the service are as follows: Departmental and Field Services, minimum 18 years, no maximum; Panama Canal Service, minimum 20, maximum 45 years; Philippine Service, minimum 20, maximum 40 years. (See sec. 12.)

The application forms required are as follows: Departmental Service, Form 304; Field Service, Form 1371; Panama Canal Service (or for both Departmental and Panama Canal Services), Form 1312; Philippine Service, Form 2.

The medical certificate on the application form is required of applicants for the Panama Canal and Philippine Services, but not of those for the Departmental Service alone or for the Field Service.

The county officer's certificate is required of applicants for employment in the apportioned Departmental Service at Washington, D. C., and of those applicants only; except that persons already employed in the apportioned Departmental Service are not required to furnish the county officer's certificate. (See sec. 18.)

The time allowed for the stenographer examination is 5 hours; for the typewriter examination, 5 hours; for the stenographer and typewriter examination, 6 hours.

Any system or method of making notes, including the use of shorthand writing machines, is acceptable. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

Any style of typewriting machine may be used.

Applicants must provide themselves with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants who intend to record the stenography dictation exercises by means of mechanical devices may bring to the examination room paper required for use with such devices. Applicants for the typewriter or the stenographer and typewriter examination must also provide typewriting machines and stands or tables. Machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

Competitors examined at Washington, D. C., may make arrangements to have their machines and tables removed from the examination room between the hours of 1 and 4.30 on the day of the examination.

The usual entrance salaries are as follows: Departmental and Field Services, men \$600 to \$1,200 a year (most appointments at \$840 or \$900), women \$600 to \$900 a year; Panama Canal Service, \$1,500 a year; Philippine Service, \$1,200 a year. In the Departmental and Field Services the number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year. (See paragraph under heading "Salaries" in this section.)

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to examination, but for the Departmental Service eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

*Filing of applications.*—Application blanks will be distributed, and applications will be received, only for such examinations as have been announced. The fall schedule of examinations for the Departmental and Panama Canal Services is given in sections 1 and 2. Application blanks for these examinations may be obtained from the commission or any of the district secretaries. (See sec. 36.)

Women are not admitted to examinations for the Philippine and Panama Canal Services.

*Places and dates of examinations.*—Examinations for the Departmental and Panama Canal Services will be held at the places and on the dates marked "(A)" or "(C)" in the fall schedule of examinations. (See secs. 1 and 2.) The spring schedule will be ready for distribution about January 15, 1916.

If examinations for the Departmental and Panama Canal Services should be necessary between the spring and fall series, due announcement of such examinations will be made.

Both men and women will be admitted to the spring and fall examinations for the Departmental Service; for the Panama Canal Service only men are admitted.

Examinations for the Field Service and the Philippine Service will be held only when eligibles are needed and will be specially announced.

**Persons desiring to be examined for stenographer and typewriter will be required to take the combined examination on one scheduled date—that is, they will not be permitted to take the stenographer examination on one date and the typewriter examination on a different date of the same series of examinations.**

*Examinations in the Canal Zone.*—Examinations for the apportioned Departmental Service are not held in the Canal Zone. Examinations for the nonapportioned Departmental, Panama Canal, and Philippine Services are held at Balboa Heights on approximately the same dates as in the United States. For examinations which

have been announced persons residing in the Canal Zone may obtain application forms from the secretary of the board of civil service examiners at Balboa Heights, and may file their applications with him. The secretary will also furnish information as to the dates of examinations. (See secs. 8 and 297.)

*Sample questions and tests.*—The examinations are the same for all branches of the service, except that the typewriter examination for the Panama Canal Service includes the additional subject of general business experience, which is rated on statements contained in the application, and corroborative evidence. The following questions and tests have been used and will serve to give an idea of the character of the examinations. No further information on this subject can be furnished.

#### FIRST SUBJECT—STENOGRAPHY DICTATION.

The practical test in stenography consists of one exercise of 250 words selected from a speech or article containing no technical matter. The dictations are given to all competitors together. A preliminary exercise is given at the rate of 80 words per minute, to familiarize the competitors with the examiner's manner of dictation. The regular exercises will then be dictated at different rates of speed, as follows: 80 words, 100 words, 120 words, and 140 words per minute. The matter dictated is different for each exercise.

All competitors are expected to take the notes of both the preliminary and the regular 80-word tests, one of which exercises they will be *required* to transcribe. In addition they will be permitted to take the notes of any or all of the remaining dictations at the higher rates of speed. At the conclusion of the dictations the competitors will be allowed 10 minutes in which to select one of the 80-word exercises and any one of the exercises at the higher rates of speed which they may wish to transcribe.

The notes of all the tests not to be transcribed will be taken up by the examiner and will not be considered in the rating. The transcript of the notes may be made either with the typewriter or in handwriting. Not to exceed one hour will be allowed for making the transcripts. Speed in making the transcripts is not considered in determining the ratings. Competitors who, in addition to the 80-word dictation, transcribe one of the dictations at a higher rate will, in determining the ratings on the stenography test, be given the rating on the exercise in which they attain the higher percentage on speed and accuracy combined, and the other exercise will not be considered. Speed and accuracy are given equal weights in the rating, the ratings for speed for the different rates of dictation being as follows: 80 words per minute, 70 per cent in speed; 100 words per minute, 80 per cent in speed; 120 words per minute, 90 per cent in speed; 140 words per minute, 100 per cent in speed. The rating for accuracy is determined by the correctness of the transcript.

No special system of stenography is recommended. Any system or method of making notes, including the use of shorthand writing machines, is acceptable, provided the notes are turned in to the examiner after being transcribed. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

The following is a sample of dictation which has been given at 80 words a minute. Similar exercises are given at 100, 120, and 140 words a minute:

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight producing area. Under the all-rail system of carrying freight, the western producer fails to reach the markets with a profit, and the con-

turning world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad transportation recently estimated that the next 10 years would require 75,000 miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.

#### SECOND SUBJECT—COPYING AND SPACING.

In the copying and spacing test the competitor is required to make an exact copy of an exercise similar to that shown in reduced size below, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet. The copy furnished to the competitor is a photolithograph of a sheet which has been typewritten and is so prepared that it may be reproduced on any style of typewriting machine. The rating on copying and spacing is on accuracy only. The total time consumed on the typewriting tests will be rated as a separate subject. (See Fifth Subject, Time.)

#### Statement made by TREASURY DEPARTMENT of Customs Business.

Fiscal year ended June 30, 1901.					
Districts and ports.	Tax.	Re- ceipts.	Value of exports.		Ex- penses.
			For- eign.	Do- mestic.	
Saco.....	\$29	\$53	\$430	\$657	\$476
Brunswick.....	12,534	14,744	22,654	54,020	98,327
Albany.....	151,564	151,997	107	.....	13,187
Humboldt.....	143	198	.....	163,682	3,027
Milwaukee.....	419,234	420,234	1,782	.....	18,354
Erie.....	83,385	84,448	230	29,744	6,337
Bristol.....	578	1,257	88	134	1,489
Edgartown.....	331	478	.....	.....	2,319
Cape Vincent..	29,749	29,880	13,946	136,590	14,890
Burlington.....	.....	14	.....	.....	162
Cleveland.....	747,560	750,100	1,757	388,825	32,316
Gloucester....	5,135	7,137	1,000	404	14,901
Pembina.....	71,023	277	10,308	64,567	13,672

The receipts for 1901 are \$20,444,485.64 greater than for 1900, the next highest in our records, and of the increase \$11,-852,737.01, considerably more than one-half, is from customs revenue.

The net growth of expenditures for the year is \$22,253,561.00. The surplus for the year is kept at \$77,717,984.38, x x x which is only \$1,809,075.80 less than in 1900. The expenditures for 1890 were exceeded by those of 1893, \$718,734,276.18.

#### THIRD SUBJECT—COPYING FROM ROUGH DRAFT.

In the exercise in copying from rough draft the competitor will be required to make a corrected copy of a rough-draft letter, such as appears in reduced size below, paragraphing, punctuating, capitalizing, and spelling as in the copy, but writing in full all signs and abbreviated words. This exercise should be double spaced.

Competitors who take the stenographer examination only may make the copy either in handwriting or with the machine, while those who take the stenographer and typewriter examination or the typewriter examination will be required to make the copy on the machine. Speed in making the copy will be considered only in the case of those who take the stenographer and typewriter or the typewriter examination. (See Fifth Subject, Time.)

*The second largest city in the world, is the port of New York.*

*One of the great needs of the U.S.*

An ocean-carrying marine is much needed by the U.S.

In one yr we paid to foreign companies \$169,000,000 for freightage, and \$45,000,000 for fares ~~as~~ passengers and marine insurance. In the very same yr the country sent to foreign lands over \$600,000,000 <sup>worth</sup> more of goods than it <sup>bought</sup> ~~sent~~ from <sup>them</sup> these countries; and <sup>with</sup> ~~as~~ some <sup>writes</sup> call this <sup>sum</sup> the balance of trade in our favor. N.Y. has most of the regular steamship lines between Eur and the U.S. It <sup>is</sup> ~~received~~ a larger proportion of <sup>our</sup> imports, and <sup>is</sup> the outlet for over one-third of our domestic exports. Breadstuffs, provisions, cotton, and petroleum form <sup>one-half</sup> ~~about~~ of the exports.

*The city has about 353 mi of water front, of which the half is improved and is used for shipping.*

The city has about 353 mi of water front, of which the half may be used for shipping, and the piers of Jersey City and Hoboken, in N.J., <sup>are</sup> ~~practically~~ a part of <sup>the same</sup> port, its ninety mi of pier, may be very largely extended. The foreign movement of the port, which ~~is~~ <sup>is</sup> very large, is more than three times the tonnage of its nearest competitor, which ~~is~~ <sup>is</sup> the city of Boston. About fifty steamers in the foreign trade <sup>every week</sup> ~~leave~~ the port, <sup>half</sup> ~~of which~~ sail under the British and <sup>one-eighth</sup> ~~less~~ under the American flag.

*line, almost no passing all other ports.*

*the capacity of trade in the foreign trade shipping or leaving if.*

#### FOURTH SUBJECT—COPYING FROM PLAIN COPY.

In copying from plain copy the competitor will write with the typewriter an exercise consisting of 450 words, paragraphing, spelling, capitalizing, and punctuating precisely as in the copy. The rating on copying from plain copy is on accuracy only. In determining the accuracy the rating will be made in the discretion of the examiner on 150 words from any part of the exercise, the same part being rated for all competitors in a given examination. This exercise should be single spaced. (See Fifth Subject, Time.)

#### FIFTH SUBJECT—TIME.

Time as a separate element will be rated on the total time consumed on the three typewriting subjects. (See secs. 277 and 287.)

#### OTHER SUBJECTS.

For information concerning the remaining subjects of the examination—penmanship, report writing, and arithmetic—see first-grade subjects, section 40.

Method of rating examination papers.—(See secs. 286 and 287.)

Reexamination.—(See sec. 26.)

*Registers of eligibles.*—For the Departmental, Field, and Panama Canal Services, registers of eligibles will be prepared of persons who pass the combined stenographer and typewriter examination with a rating of at least 70 per cent. A similar register will be prepared for the Philippine Service of those who pass the combined stenographer and typewriter examination with a rating of at least 75 per cent. For the Departmental and Field Services there will also be prepared registers of those who pass the stenographer or the typewriter examination with a rating of at least 70 per cent, and for the Panama Canal Service a register of those who pass the typewriter examination with a rating of at least 70 per cent. The names of those who pass in both stenography and typewriting, and are therefore on the combined register, may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require. Such appointment cancels both typewriter and stenographer eligibility. When eligibles in both stenography and typewriting are not available for certification for stenographer and typewriter positions, the eligibles who have failed in stenography or in typewriting may be utilized.

*Transfer of eligibility.*—As stated, stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental, the Field, the Panama Canal, and the Philippine Services. Transfer of eligibility from the stenographer and typewriter register for one service to that for any one of the other services may be made at any time within the period of eligibility if there is reason for such transfer which is satisfactory to the commission and the eligible meets the requirements of the service to which transfer of eligibility is desired. An eligible on the register for the Field, Panama Canal, or Philippine Service who wishes to transfer his eligibility to the register for the apportioned Departmental Service in Washington, D. C., must furnish a county officer's certificate as to his residence and meet the requirements as to residence and domicile indicated in section 18.

Transfer of eligibility within the Field Service from the stenographer and typewriter register for one civil-service district to the register for another civil-service district may be made with the approval of the district secretaries concerned.

The name of an eligible transferred to the register of a district in which he was not examined, either from Washington, D. C., or from another district, will not be certified while there are three available eligibles examined within the district, unless he has actually moved to the district to which his eligibility is transferred, in which case, for the purpose of certification, his place of registration will be considered as the examination point nearest his new place of residence.

An eligible who moves from one place to another within a civil-service district may upon written request and with the consent of the district secretary have his place of registration changed to the examination point within the district nearest his new place of residence, provided the needs of the service justify such transfer.

In all cases of transfer of eligibility, irrespective of the branch of the service, approval of such transfer will depend upon the need of eligibles in the branch of the service or the locality to which transfer of eligibility is desired. (See sec. 291.)

Ordinarily transfer of eligibility on the separate stenographer or the separate typewriter register will not be permitted.

*Method of certification.*—(See secs. 293, 294, and 298.)

*Salaries.*—The entrance salaries demanded by male stenographers and typewriters whose names appear on the eligible register are frequently in excess of the salaries usually paid by the Government on entrance to the service. In stating to the commission their desires as to entrance salaries, stenographers and typewriters should have in mind that entrance to the service is usually at the lowest clerical salary, while the higher salaried positions are filled by the promotion of persons who are already in the service and have gained some experience in the work to be performed.

Eligibles are given an opportunity at the time of examination to state the lowest entrance salary they will accept, and the commission will not certify them to posi-



tions for which the salaries are substantially less than they express a willingness to accept. An eligible who indicates a willingness to accept a low salary will be certified to a higher-salaried position if his name is reached in its order, and he will have as good an opportunity of appointment at the higher salary as an eligible who attains the same average but who will accept appointment only at the higher rate of pay. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled.

In the United States, the entrance salaries for male stenographers and typewriters vary in the different departments and offices from \$600 to \$1,200 a year, but in most of the offices the entrance salary is \$840 or \$900 a year. Appointments of women are made at \$600 to \$900.

The number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year.

Only the names of competitors who attain a rating of at least 85 per cent in the subject of stenography and who have had at least two years' practical office experience will be certified for filling vacancies in stenographer and typewriter positions in the Departmental Service paying \$1,200 a year or more.

The usual entrance salary in the Philippine Service is \$1,200 a year and in the Panama Canal Service \$1,500 a year.

*Federal court stenographers.*—Federal court stenographers are not appointed through civil-service examination. For information regarding such positions inquiry should be made at the court in which employment is desired.

**Sec. 246. Stenographer (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. The time consumed in giving the stenography dictations is not considered.

Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY, 75; COPYING FROM ROUGH DRAFT, 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 5; ARITHMETIC (first grade, see sec. 40), 5.

If a competitor fails to attain a rating of at least 70 per cent in stenography the other subjects will not be considered.

(For sample questions and tests, dates of examinations, and general information see sec. 245.)

**Sec. 247. Stenographer, Field Service.**—(See sec. 251.)

**Sec. 248. Stenographer, Panama Canal Service.**—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Panama Canal Service, but who have passed only the typewriter examination. (See sec. 245.) If they pass the stenographer examination their papers will be averaged for the combined examination. (See secs. 7 and 26.)

**Sec. 249. Stenographer, Philippine Service.**—(See sec. 253.)

**Sec. 250. Stenographer and typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, six hours.

The subjects of copying from rough draft, penmanship, report writing, and arithmetic will be required to be taken only once, at the same time and place, in connection with the examination for stenographer and typewriter. (See sec. 245.)

If a competitor passes in both the stenographer examination and the typewriter examination, the averages in the two examinations will be combined, with a weight of 2 for stenography and a weight of 1 for typewriting, and with the average thus obtained his name will be entered on the combined stenographer and typewriter register. In addition, his name may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require.

If a competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the type-

writer examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 26.)

(For sample questions and tests, dates of examinations, and general information, see sec. 245.)

**Sec. 251. Stenographer and typewriter (combined), stenographer, and typewriter (male and female), Field Service.**—Age, 18 years or over; application form, 1371.

For the Field Service the examinations and the time allowed are identical with those for the Departmental Service. (See secs. 245, 246, and 277.) The regulations for the Departmental Service in the sections referred to relating to competitors who pass in both stenography and typewriting, those who pass in stenography alone, those who pass in typewriting alone, and to reexamination, are applied to examinations for the Field Service in the same manner. There is this difference, however, between examinations for the Field Service and those for other services, that examinations for the Field Service are separate and distinct from those for other services, while a man may become eligible for the Departmental, Panama Canal, and Philippine Services as a result of one examination. Persons who are applicants for or eligible from examination for the Departmental, Panama Canal, or Philippine Service, or any or all of them, may apply for the examination for the Field Service without regard to their application or eligibility for the other service or services, and vice versa.

The War Department requires of all appointees to the Medical Department at large, and in some cases to other field branches of that department, willingness to serve a period of duty in the Philippine Islands. It is rare, however, for an employee to be required to serve in the Philippines against his will. While serving in the Philippines, employees are given an increase of \$200 per annum in their pay, and they are allowed transportation expenses. Two years is usually the duration of such duty. Applicants for examination for field services should, therefore, indicate in their applications their willingness or unwillingness to accept appointment in services under the War Department, and the lowest salaries they are willing to accept while employed in the United States. This has no connection with the "Philippine Service" referred to in this Manual, which service includes only positions under the insular government of the Philippines.

Examinations for the Field Service will be held only when eligibles are needed and will be duly announced.

**Sec. 252. Stenographer and typewriter (male), Panama Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate. Men only will be admitted to this examination.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Departmental Service. (See secs. 245, 246, and 277.) The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the stenographer or the typewriter register for the Departmental Service, if eligible for either, in which case the county officer's certificate should be executed.

The applicant should indicate in the application that it is for the Panama Canal Service or for the Panama Canal and Departmental Services. One application, on Form 1312, is sufficient for both services. The usual entrance salary for the Panama Canal Service is \$1,500 a year. (For further requirements see sec. 34.)

A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 26.)

Applicants should have had experience in stenographic work in an office of the United States Government or of a corporation. Persons just out of school, with no practical experience, are not desired.

No register will be prepared of stenographers only for the Panama Canal Service, but if a competitor passes in only the stenographer or the typewriter examination his name will be entered on the Departmental Service register of the examination which he passes if the county officer's certificate has been executed and he has complied with the residence and domicile requirements. (See sec. 18.) Those who fail in stenography will also be rated as typewriters for the Panama Canal Service and if found eligible will have their names placed on the register for typewriter, Panama Canal Service. (See sec. 279.)

(For sample questions and tests, dates of examinations, and general information, see sec. 245.)

**Sec. 253. Stenographer and typewriter (male), Philippine Service.**—Age, 20 to 40 years; application form, 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, \$1,200 a year. (For further requirements see sec. 35.)

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination (combined) for the Departmental Service. (See secs. 245, 246, 250, and 277.) Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or of typewriters only for the Philippine Service, but if a competitor attains an average of 70 or over in only the stenographer examination or the typewriter examination, or an average of 70 or over but less than 75 in the combined examination, his name will, upon his filing application form 304, be placed upon the Departmental Service register of the examination which he passes, if he complies with the requirements as to residence and domicile. (See sec. 18.)

Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be reexamined upon filing a new application. Competitors who attain a rating of 75 or over for either stenographer or typewriter but less than 75 for the other may be reexamined in the entire examination or, if they desire and so state in the application, they may (if within one year of the former examination) be reexamined only for the position (stenographer or typewriter) for which they previously failed to attain the required rating. If they pass with an average of 75 or over the reexamination in the part in which they previously failed, their papers will be averaged for the combined examination.

(For sample questions and tests and general information, see sec. 245.)

**The foregoing information concerning examinations for the Philippine Service is applicable only when an examination is announced for that service. As far as practicable, Filipinos are being appointed to stenographic positions in the Philippine Islands. A stenographer and typewriter examination for the Philippine Service will not be held in the fall of 1915 unless specially announced.**

**Sec. 254. Stenographic clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: 1. Stenography, 15; 2. Copying and spacing, 5; 3. Copying from rough draft, 4; 4. Copying from plain copy, 3; 5. Time (consumed in subjects 2, 3, and 4, combined), 8 (the foregoing tests will be the same as for the stenographer and typewriter examination, see sec. 245); 6. Penmanship, 10; 7. Report writing, 25 (1st grade, see sec. 40); 8. Arithmetic, 25 (1st grade, see sec. 40); 9. Geography and civil government of the United States, 5 (see sec. 40). It will be observed that at least a fair knowledge of stenography and typewriting is required in order to attain eligibility in this examination.

Persons applying for this examination should specify in their applications the "*stenographic clerk*" examination.

Competitors who attain ratings of at least 70 in the subject of arithmetic and at least 65 in the subject of report writing, and an average percentage of at least 70 in the entire examination, with the relative weights indicated above, will have their names placed on the register for stenographic clerk.

Competitors who attain a rating of at least 70 in the subject of stenography, and an average percentage of at least 70 in the second, third, fourth, and fifth subjects, and an average percentage of at least 70 in the first eight subjects, with the relative weights shown under the stenographer and typewriter examinations (secs. 246 and 277), will have their names placed on the register for stenographer and typewriter when such action does not conflict with eligibility from another stenographer and typewriter examination.

Competitors who attain a rating of at least 70 in the subject of stenography and an average percentage of at least 70 in the first, third, sixth, seventh, and eighth subjects, with the relative weights shown under the stenographer examination (sec. 246), will have their names placed on the register for stenographer, when such action does not conflict with eligibility from another stenographer examination.

Competitors who attain an average percentage of at least 70 in the second, third, fourth, and fifth subjects combined, and an average percentage of 70 in those subjects combined with the sixth, seventh, and eighth subjects, with the relative weights shown under the typewriter examination (sec. 277), will have their names placed on the register for typewriter when such action does not conflict with eligibility from another typewriter examination.

Competitors who attain ratings which entitle them to have their names entered on more than one of the registers mentioned above will have their names placed on all the registers for which they may be eligible, provided such action in any case does not conflict with eligibility from another examination. Appointment will remove a name from all the registers.

**Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)**

**In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register is used in preference to the register resulting from the examination for clerk. (See sec. 88.)**

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination. Eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

This examination will be held in the fall of 1915. (See secs. 1 and 2.)

**Sec. 255. Stereotyper, Government Printing Service.**—Age, 21 years or over; application forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PEN-MANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 42); TRAINING AND EXPERIENCE, rated on Form 304, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 256. Student interpreter, Consular and Diplomatic Services.**—Applicants for appointment to the position of student interpreter in the Consular and Diplomatic Services should address the Secretary of State, Washington, D. C.

**Sec. 257. Subclerical, Departmental Service.**—Men only. Positions of messenger, skilled laborer (male), and watchman will be filled from this examination. The term "skilled laborer" as here used is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below the clerical and minor clerical grades, and above the grade of mere manual laborer. Appointment to one of the positions will operate to remove the name of an eligible from the register for all of them, and his name can not be restored to the register unless he should become separated from the service, without delinquency or misconduct, during his period of probation.

Age, 18 years or over, except that in making certifications for filling vacancies in the position of watchman the following age limits will be observed: Department of Labor, 20 to 40 years; Department of Agriculture, 25 years or over; Post Office Department, 30 to 50 years; Bureau of Engraving and Printing, 25 to 40 years; Government Printing Office, 25 years or over; Smithsonian Institution, 21 to 40 years; Office of Panama Canal, 20 to 50 years; other branches, 20 years or over. Application form, 304; medical certificate to be filled out. No person will be admitted to the examination who has any of the physical defects mentioned in section 4 of this Manual, or who has flatfoot, or who is not able-bodied and physically capable of performing manual labor. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 20 (all third grade, see sec. 42), and TRAINING AND EXPERIENCE, 20.

For experience the highest ratings will be given to those who have been engaged for three years or more in the following or similar occupations: Soldier, sailor, marine, policeman, guard, street-car conductor, elevator conductor, electrician, machinist, engineer, fireman, carpenter, motorman, plumber, etc. Lower ratings for experience will be given to those who have been engaged as constable, town marshal, trainman, brakeman, etc.

Certain skilled laborer positions filled from this register require persons of considerable physical strength, and persons who attain eligibility in the examination will, if possible, be given a strength test later, and if they pass this test satisfactorily their names will be entered upon the special register for the filling of this class of positions. This test consists in shouldering and carrying a mail sack and contents weighing 125 pounds.

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination. Eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to subclerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 36.)

Persons appointed to the position of watchman in the building of the State, War, and Navy Departments will be required to provide prescribed uniforms at their own expense.

It is not probable that this examination will be held for positions in Washington, D. C., before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 258. Subtreasury Service.**—Subtreasuries are located in the following-named cities: Baltimore, Md.; Boston, Mass.; Chicago, Ill.; Cincinnati, Ohio; New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; and San Francisco, Cal.

For information concerning these examinations apply to the board of examiners at the subtreasury where employment is desired.

Positions in the Subtreasury Service are divided into Schedules A, B, C, and D, as follows:

**Schedule A.—FIDUCIARY POSITIONS:** The officers, chiefs of divisions, tellers, assistant tellers, and other employees in the several monetary divisions, embracing those engaged in the handling of money, bonds, coupons, checks, and other representatives of money.

**Schedule B.—CLERICAL POSITIONS:** Chiefs of divisions, bookkeepers, and other employees engaged upon merely clerical work.

**Schedule C.—MISCELLANEOUS POSITIONS:** Employees in nonclerical positions, including the superintendent of the building, detectives, messengers, hall men, and porters.

**Schedule D.—CUSTODIAN POSITIONS:** Employees having the care and custody of the building, including engineers, watchmen, janitors, and classified laborers.

Rigid tests of character and integrity will be applied to all applicants by the civil-service boards, and only those satisfactorily meeting such tests may be examined. These tests shall be such as may be found practicable and satisfactory to the several assistant treasurers and the Civil Service Commission.

**Sec. 259. Superintendent, Lighthouse Service.**—Age, 21 years or over; application form, 1312, including medical certificate. Two days will be allowed for this examination. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: THEORETICAL AND PRACTICAL QUESTIONS IN CIVIL, MARINE, OR MECHANICAL ENGINEERING, OR NAVAL ARCHITECTURE, 50; TRAINING AND EXPERIENCE, 50.

Applicants must have had at least six years' satisfactory experience in engineering and construction. Graduation from a reputable technical school of engineering will be considered as equivalent to three years of the six.

Positions of assistant superintendent and superintendent in the Lighthouse Service will be filled from this examination, at salaries ranging from \$1,600 to \$2,400 a year, depending upon the qualifications of the eligibles. The appointees in these positions will be assigned to duty in the various lighthouse districts in connection with construction and repair of lighthouses, depots, wharves, etc.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 260. Superintendent of construction, Supervising Architect's Office, Treasury Department.**—Age, 20 years or over; application, Form 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings and of details of construction, 40; ARITHMETIC, 10; BUILDING SUPERVISION, tests in the form of business communications which require adaptability and a knowledge of the qualifications necessary for this position and knowledge of the work gained by experience, 15; SPECIFICATIONS, involving knowledge of the details of complete specifications for the various classes of work required in first-class buildings, 10; TRAINING AND EXPERIENCE, 25.

Applicants should have such a general education as will enable them to give, orally or in writing, correct expression to their ideas. They should also have either a technical training in architecture or engineering, or broad practical experience in building construction, and not less than two years of actual experience in superintendence of buildings similar in class and construction to United States public build-

ings. In the case of architectural draftsmen, and structural or other engineers who have been engaged in architectural or structural design, this two-year minimum may be materially reduced.

As an appointee may be the only representative of the department in the community in which he may be located, it is of prime importance that, in addition to satisfactory general and technical training and experience, he should possess the personal qualities that will command the respect of those with whom he may come in contact, will enable him to handle all business matters promptly and with good judgment, to grasp in detail written instructions, and to answer written communications fully and in good, clear, terse English. Only those whose answers to questions in the blank forms furnished are *prima facie* satisfactory will be admitted to the examination.

Competitors who fail to attain an average rating of at least 70 in the first four subjects, with the relative weights indicated, will not be eligible for appointment.

From this examination the positions of superintendent of construction and junior superintendent of construction are filled. The usual entrance salary of the position of superintendent of construction is \$1,800 a year, of junior superintendent of construction \$1,600 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment to the position of superintendent of construction. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 261. Surfman, Coast Guard (formerly Life-Saving Service).—**(See sec. 94.)

**Sec. 262. Surgeon.—**(See Physician examination, sec. 217.)

**Sec. 263. Surveyor, General Land Office.—**Age, 19 years or over; application form, 1312; time allowed, two days of five hours each. The first two subjects will be given on the first day, and the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including algebra, geometry, and trigonometry, 15; THEORY AND PRACTICE OF PLANE, TOPOGRAPHIC, AND ELEMENTARY GEODETIC SURVEYING, 15; PUBLIC-LAND SURVEYING, 30; ADJUSTMENT AND USE OF INSTRUMENTS, 15; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination.

In order to obtain a rating of 70 per cent or over in training and experience, applicants must have had not less than one season in the field in charge of party or as principal assistant, or two seasons in some subordinate field position in surveying. Higher ratings will be given for more extended experience.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 264. Surveyor, Philippine Service.—**Age, 20 to 40 years; application form, 2, including medical certificate; time allowed, two days of six and eight hours, respectively. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. The surveyor examination is of the same general character as the civil engineer examination, except that questions relating to mechanics, materials of construction, and design and construction will be omitted. The subject "Drawing and mapping" will be substituted for "Design and construction." Subjects of examination and relative weights of subjects, on a scale of 100: MATHEMATICS, including trigonometry, use of logarithmic tables, and computations, 20; THEORY AND PRACTICE OF SURVEYING, 35; DRAWING AND MAPPING, 20; TRAINING AND EXPERIENCE, 25. (For further requirements see sec. 35.)

Applications will be received from graduates in civil engineering of any reputable college or technical school, or from those about to graduate from such institution, or

from persons who, in addition to a good general education, have had not less than three years' experience in general land and topographic surveying. If an applicant is a graduate or is about to graduate from a reputable technical college, experience is not required, but those who have extensive or high-grade experience will be rated accordingly.

Each competitor should bring for use in the examination a slide rule, also a protractor of radius  $2\frac{1}{2}$  to 4 inches showing  $\frac{1}{2}$  degrees—preferably *two*, of 2-inch radius and 5-inch radius, respectively—a scale 300 feet to the inch, a straightedge, triangles, and every other drawing material, except drawing paper, that will be needed to plot field notes to scale and make pen-and-ink drawings.

Usual entrance salary, \$1,400 a year. Field expenses are allowed appointees when absent on duty from their permanent station.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 265. Tariff Board.**—This board has been discontinued.

**Sec. 266. Teacher, Alaska.**—The Bureau of Education, Washington, D. C., has charge of public schools in Alaska for the education of natives, and requests for information concerning such schools should be addressed to the Commissioner of Education, Washington, D. C. Teachers in schools for whites in incorporated towns in Alaska are appointed by the local boards of education. Teachers in schools for whites not in incorporated towns are appointed by the Governor of Alaska, Juneau, who is ex officio superintendent of public instruction.

**Sec. 267. Teacher, Hawaii.**—Applicants for appointment to the position of teacher in Hawaii should apply to the superintendent of public instruction at Honolulu, Hawaii.

**Sec. 268. Teacher, Indian Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. The next examination will be held beginning on October 13, 1915. (See secs. 1 and 2.) Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of teacher in the same school; application form, 1312, including the medical certificate; time allowed, two days—seven and one-half hours on the first day for the first six subjects and six hours on the second day for the remaining subjects. The department usually fills vacancies in the grades of superintendent and principal teacher by promotion from the grade of teacher. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC and ELEMENTARY ALGEBRA, involving a knowledge of the subject of arithmetic as comprised in the ordinary grammar-school textbooks, including longitude and time, square and cube root and mensuration, and common-school algebra through quadratics, 20; PEDAGOGY and ELEMENTS OF KINDERGARTEN INSTRUCTION, questions relating to school government, methods of teaching certain subjects, duties of the teacher, and to the elements of kindergarten instruction, 15; PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing twenty or more misspelled words, 5; GEOGRAPHY, embracing questions in mathematical, physical, and political geography, 5; PHYSIOLOGY AND HYGIENE, embracing matter found in the grammar-school textbooks, 5; ENGLISH GRAMMAR AND ANALYSIS, as comprised in the common-school textbooks, 10; HISTORY and GOVERNMENT OF THE UNITED STATES, comprising matter found in the grammar-school textbooks, 10; DRAWING, tests in graphic free-hand sketching for illustration of lessons in school work, 5; NATURE STUDY, relative to the development, growth, habits, and peculiarities of animals and plants, and methods of interesting pupils in a study of the same, 5; AMERICAN LITERATURE, comprising matter found in the elementary textbooks on this subject, 5; TRAINING AND EXPERIENCE, 10.



The names of applicants passing the teacher examination will be entered on the teacher register; and, in addition, they will be entered on a special kindergarten register, provided the applicants have had training or experience in kindergarten and primary grade work.

In rating training and experience special credit will be given for training and experience in instrumental and vocal music.

Applicants should state fully in application Form 1312 their training and experience in teaching and educational work.

(For information concerning the Indian Service, see sec. 33.)

**Sec. 269. Teacher, Panama.**—Applicants for appointment to the position of teacher in the Canal Zone should apply to the superintendent of schools, Ancon, Canal Zone.

**Sec. 270. Teacher, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on August 18, 1915.

It is the practice to admit women to this examination only when the needs of the service require. Unless otherwise specially announced they will not be admitted to this examination unless they are the wives, immediate relatives, or fiancées of men examined for teacher or assistant, or appointed to or already employed in the Philippine Service; or unless they have had special experience in the teaching of domestic science and home economy, or have had training in these subjects. These facts must be shown in the application. Each woman applicant should state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom the examination is requested. Age, 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 35.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: **THESES** of not less than 300 words on either of two subjects given, to test knowledge of syntax, style, spelling, punctuation, and capitalization, 15; **PENMANSHIP**, rated on thesis, 5; **ARITHMETIC**, as comprised in the ordinary grammar-school textbooks, also the metric system, 15; **GEOGRAPHY**, mathematical, physical, and political, 10; **PHYSIOLOGY AND HYGIENE**, as found in the grammar-school textbooks, 5; **ENGLISH**, as treated in the ordinary grammar-school textbooks, including analysis and parsing, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, as covered in the grammar-school textbooks, and the Constitution of the United States, 10; **NATURE STUDY AND DRAWING**, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; **HISTORY AND SCIENCE OF TEACHING**, comprising school government, methods of teaching, duties of the teacher, etc., 10; **TRAINING AND EXPERIENCE**, rated on Form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

Applicants for the position of teacher of domestic science or home economy are required to pass the regular teacher examination, no special examination being required in these subjects.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant

examination (see sec. 57) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

**Sec. 271. Teacher, Porto Rico.**—Applicants for appointment to the position of teacher in the Porto Rican service are not required to pass a civil-service examination, but they must be graduates of accredited high schools, normal schools, colleges, or universities, or possess a first-class State certificate. The entrance salary is \$75 a school month. Applicants should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., early in the spring for positions during the school year opening in September.

**Sec. 272. Telegraph operator.**—Age, 18 years or over; application forms, 304 and 1140; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 5; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 40); PRACTICAL QUESTIONS, 20; TRAINING AND EXPERIENCE, 50.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment, and the remaining subjects will not be rated.

Form 1140 provides for a statement of the applicant's practical experience as a telegrapher, which must be corroborated by certificates of the proper officers of the telegraph companies by which he has been employed.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

**Sec. 273. Telephone operator.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 274. Topographic aid (temporary).**—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elementary practical questions, 15; TOPOGRAPHIC DRAWING, 20; LETTER WRITING, a letter of not less than 150 words on a subject to be assigned in the examination, 10; TRAINING AND EXPERIENCE, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 179.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 44.)

**Sec. 275. Trained nurse.**—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Panama Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Panama Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Panama Canal Service; Form 2, including the medical certificate, for the Philippine Service. Time allowed—male six hours, female seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, 5; HYGIENE OF THE SICK ROOM, 20; GENERAL NURSING, 20; SURGICAL NURSING, 20; OBSTETRICAL NURSING, 20; TRAINING AND EXPERIENCE IN NURSING, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Panama Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Panama Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army or Navy. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained-nurse (male) register for the Indian Service for several years.

The entrance salary paid trained nurses in the Indian Service is \$720 a year with laundry of uniforms.

In the Panama Canal Service the entrance salary for female nurses is \$65 a month, with subsistence and laundry of uniforms, with promotion of \$5 a month for each two years' satisfactory service until a maximum of \$80 a month is reached. Male nurses will be appointed at \$90 a month, but without subsistence or laundry, and may be promoted \$5 a month at the end of each two years' satisfactory service until a maximum of \$105 a month is reached. Married men are not desired for the position of nurse. A reasonable charge for quarters will be made of both male and female nurses. Nurses who are required for the good of the service to live in nurses' quarters will be charged one-half of the regular rates for rent and electric light.

The entrance salary for the Philippine Service is \$50 a month for the first six months, when the salary is increased to \$60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to \$85 a month may be made as vacancies occur.

For further requirements and for information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see sec. 33; for the Panama Canal Service, sec. 34; for the Philippine Service, sec. 35.

This examination will be held on October 13, 1915. (See secs. 1 and 2.)

**Sec. 276. Translator, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 44.)

**Sec. 277. Typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: Copying and spacing, 20; Copying from rough draft, 15; Copying from plain copy, 10; Time, 30; Penmanship, 10; Report writing (first grade, see sec. 40), 10; Arithmetic (first grade, see sec. 40), 5.

Both accuracy and speed are considered in rating the typewriting subjects of this examination. Time as a separate element will be rated on the total time consumed on the three typewriting subjects. (See sec. 287.)

If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subjects will not be rated.

Applicants must provide typewriting machines and stands for use in this examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 245.)

**Sec. 278. Typewriter, Field Service.**—(See sec. 251.)

**Sec. 279. Typewriter (male), Panama Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate; time allowed, 5 hours. Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Panama Canal Service or for the Departmental and Panama Canal Services. A single application is sufficient for both services. Subjects of examination and relative weights of subjects on a scale of 100: COPYING AND SPACING, 20; COPYING FROM ROUGH DRAFT, 15; COPYING FROM PLAIN COPY, 10; TIME, 30; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 40), 5; ARITHMETIC (first grade, see sec. 40), 5; GENERAL BUSINESS TRAINING AND EXPERIENCE (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 277.) If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subject will not be rated. Usual entrance salary, \$1,200 a year. (For further requirements see sec. 34; for sample questions and tests and general information, see sec. 245; also see Stenographer and typewriter, Panama Canal Service, sec. 252.)

Vacancies in the position of typewriter in the Panama Canal Service are filled from the register containing the names of eligibles who have passed the clerk, Panama Canal Service, examination and who have passed in the typewriting optional subject in connection with that examination, in preference to the register resulting from the typewriter, Panama Canal Service, examination. (See sec. 91.)

This examination will be held in the fall of 1915. (See secs. 1 and 2.)

**Sec. 280. Typewriter, Philippine Service.** (See sec. 253.)

**Sec. 281. Unskilled laborer.**—This position is unclassified and is filled by registration after physical examination. The wages paid to laborers vary from \$240 to \$660 a year, and the duties for males are those of a common laborer or workman, and for females those of a charwoman or its equivalent. Examinations for positions of this character in the District of Columbia usually are held annually. When an examination is to be held issuance of applications to those applying in person will begin on the morning of May 1 and will be suspended as soon as a sufficient number of blanks have been distributed to meet the needs of the service. No blanks will be distributed by mail to applicants. Applications can be filed from May 1 to 7, inclusive, and no application will be accepted unless properly executed on the current blank and filed with the board at Washington prior to the hour of closing the office on the last business day of the stated period. For information in regard to this position outside of the District of Columbia, address the secretary of the civil-service district at the headquarters of the district in which employment is sought. (See sec. 36.)

**Sec. 282. Veterinarian.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 to 41 years for the Bureau of Animal Industry, 21 years or over for the Quartermaster Corps, and 20 to 40 years for the Philippine Service.

*An applicant may become eligible for appointment in the Bureau of Animal Industry and the Quartermaster Corps as a result of one examination. An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service as a result of that examination. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for the other branches.*

Application form, 2, including medical certificate, for the Philippine Service; 1312 for the Bureau of Animal Industry and the Quartermaster Corps. Applicants for the Quartermaster Corps must be graduates of veterinary colleges and must have had at least one year's actual practice as veterinarians of horses; for the Bureau of Animal Industry and the Philippine Service senior students in accredited veterinary colleges will be admitted to examination, but their names will not be placed on the register of eligibles until proof of graduation has been furnished. (For further information concerning the Philippine Service see sec. 35.)

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, 10; VETERINARY ANATOMY AND PHYSIOLOGY, 20; VETERINARY PATHOLOGY AND MEAT INSPECTION, 30; THEORY AND PRACTICE OF VETERINARY MEDICINE, 30; EDUCATION TRAINING AND EXPERIENCE, 10. The second, third, and fourth subjects include general questions on anatomy and physiology, a consideration of the pathology of diseases in general, and such special pathology as is characteristic in the diseases common to food-producing animals. The symptoms, diagnosis, and treatment of diseases incident to domesticated animals will be considered.

Entrance salary in the Bureau of Animal Industry, \$1,400 a year; usual entrance salary in the Quartermaster Corps, \$1,200 a year, and in the Philippine Service, \$1,600 a year. Field expenses are allowed veterinarians in the Philippine Service when absent on duty from their permanent station.

This examination will be held on September 15, 1915. (See secs. 1 and 2.)

**Sec. 283. Veterinary inspector, Bureau of Animal Industry, Department of Agriculture.**—(See Veterinarian, sec. 282.)

**Sec. 284. Watchman.**—(See Subclerical examination, sec. 257.)

**Sec. 285. Wireman, Departmental Service.**—Age, 20 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING (third grade, see sec. 42), 10; PRACTICAL QUESTIONS, covering materials, installation and repair of dynamos, switchboards, conduits and wiring, and other auxiliary electrical apparatus used as equipment of public buildings, 65; TRAINING AND EXPERIENCE, 25.

It is not probable that this examination will be held before the spring of 1916. Should an examination be held before that time it will be announced.

## RATING OF EXAMINATION PAPERS.

**Sec. 286. Method of rating.**—The following method is observed by the commission in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed *until his papers have been rated and reviewed and his average percentage determined.* As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

In determining the rating due the competitor for his answers to the questions given to him in the examination room, the examiners must be guided solely by the work before them. Under the commission's system there is no possibility that the rating may be affected by other considerations.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made "special" or be rated in advance of others.

An average percentage of at least 70 is required for eligibility, except in the case of competitors in the stenographer and typewriter examination for the Philippine Service, in which examination 75 per cent is required, and in the case of applicants entitled to preference under section 1754, Revised Statutes (see sec. 301, this Manual); provided that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 in the technical subjects in addition to an eligible rating in the whole examination in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 in the technical subjects the remaining subjects will not be rated.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass. Letters of inquiry concerning the ratings should not be written unless competitors have reason to believe that the notices have miscarried in the mails.

**Sec. 287. Rules for rating.**—As soon as practicable after an examination the papers of the competitors will be rated and the average percentage of each ascertained.

All examination papers will be rated under the following rules:

Mark every correct answer.....	100	The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.
Mark every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct the sum of the error marks of each answer from 100.		

#### SPELLING.

		From 100 deduct—
For each error in spelling when the exercise consists of 20 words.....		5
For each error in capitalization.....		1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....		2

#### COPYING FROM PLAIN COPY.

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one-half of a printed line of the copy; that a deduction of 15 shall be made for more than half a line and not to exceed one line; and that a proportionate deduction shall be made for a greater number of printed lines: <i>And provided further</i> , That if the copying exercise shall consist of less than five printed lines the charge for the omission, repetition, or insertion of one or more printed lines shall be double the charges indicated; for failure to indent as in copy and for each error in paragraphing; for irregularity in left-hand margin; and for signing name or copying the instructions at the head of the exercise.....	5
For each misdivision of a word at the end of a line and for each omission or improper use of the hyphen in dividing a word at the end of a line; for each word altered, interlined, or canceled; for each blot, pen-rest, or minor erasure if not neat; and for each use of stenographer's period.....	1

For any deviations from copy not covered by the foregoing rules, the charges shall be made in the discretion of the examiners.

#### COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.

COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.		From 100 deduct—
For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 3 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words.....		3
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated, according to gravity of error) .....		1 to 3
For writing part of the exercise and then commencing again; for signing name .....		6
For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indention, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter .....		1
For paraphrasing the language of the text, according to gravity of error.....		5 to 100

#### PENMANSHIP.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 90; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

## LETTER WRITING.

In marking the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme: Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

## REPORT WRITING.

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

## ARITHMETIC.

	From 100 deduct—
For each wrong process or for each omission of a step in a solution, according to gravity of error.....	10 to 100
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers.....	25
For error in computation or copying, or for superfluous work not canceled.....	10
For complex method, the correct result being produced.....	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact.....	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers.....	5
For omitting work entirely, the correct answer being given.....	5 to 35
For omitting work in part, according to gravity of error.....	5 to 25
For giving proof instead of solution, according to gravity of error.....	10 to 35
For writing a solution with pencil.....	5

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

## ELEMENTS OF ACCOUNTS.

	From 100 deduct—
Balance omitted, wrong, on the wrong side or not brought down as directed.....	10
Closing or heading omitted or wrong.....	10
Dates omitted or wrong; 5 for year, 5 for month, 5 for day.	
Item incorrect, omitted, transposed, inserted, or not fully stated.....	10
Statement taken from the wrong books.....	10
Using single-entry instead of double-entry form.....	10

Errors not specifically covered by the foregoing rules will be marked in the judgment of the examiners.

## GEOGRAPHY.

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, cities, rivers, or bodies of water, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

## GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.

The geography will be rated as indicated above.

In rating civil government, each answer will be rated, in the judgment of the examiners, according to its value on a scale of 100.

## STENOGRAPHY.

	From 100 deduct—
For each word omitted, added, substituted, or misspelled, or for the use of the singular instead of the plural, or of the plural instead of the singular, when the grammatical correctness is affected.....	3
For each transposition.....	2
For each gross error in capitalization or punctuation; for each error in division of words; abbreviation; or for the use of the plural for the singular, or of the singular for the plural, when the grammatical correctness is not affected.....	1
For interlineations, erasures, and lack of neatness.....	1 to 5



The exact rating of a competitor who attains less than 65 per cent in the subject of stenography will not be determined.

In this examination speed in writing the stenographic notes is weighted equally with accuracy in transcribing them, and will be marked upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute.

#### PRACTICAL TESTS OF TYPEWRITER EXAMINATION.

Accuracy will be considered in marking all the practical tests of this examination, each being marked on a scale of 100. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

#### 1. Copying and spacing (*stenographer and typewriter*).

	From 100 deduct—
For the omission of the general head, or of a single line.....	10
For erroneously spacing or failing to space a word or a line of the general head, or a part or the whole of a minor head; for an error in left margin of left column or stub; for error of spacing between words of stub and first line of columns, and for each error in the placing of a whole column of figures; for the omission of leaders after stub; for the insertion of commas after the items of stub; for each case of erroneous spacing between lines (total charge not to exceed 25); for running into one line a minor head that should be written in two or more lines; for running over a line in the paragraphs at the bottom (total charges not to exceed 15); for each word, minor head, figure, or number omitted, inserted, or substituted; for each misspelled word or erroneous number; for omitting or misplacing an apostrophe, or erroneously adding <i>th</i> to date; for the transposition of a single word, item, or line; for each use of — for ..... (total for use throughout exercise, 10); and for each preliminary test on machine.....	5
For error in right and left position of general head as a whole; for wrong alignment of a minor head (total for the consequential misplacement of a whole line of minor heads, 5); for each error in the use of capitals (total for a whole word, 5), or of the dollar sign; for striking one figure over another so that the reading of the figure is doubtful (total charge for one number, 5); for each error in the use of punctuation marks or hyphens in heads or paragraphs; and for spacing a dashed line (total for the exercise, 5).....	3
For an error in the relative right and left position of a line or heading, or in the indentation of the paragraphs (total charge for two or more independent errors in a heading, and for two or more consequential errors in indentation being 3); for each error in spacing between words and after punctuation marks, and for spacing between the figures of a number or the letters of a word; in numbers, for each use of <i>i</i> for <i>l</i> , for each comma or hyphen omitted, and for each decimal point used for a comma, or vice versa.....	2
For each use in numbers of <i>I</i> for <i>l</i> , <i>l</i> for <i>I</i> , or <i>o</i> for <i>0</i> (charge for general use of either throughout exercise, 5); and for striking over except in cases covered above.....	1
For irregularities in the margin of a column.....	2 to 5
For erroneous length of the dashed lines; for errors in the colons; for erasures, and lack of neatness; and for each error not specified above.....	1 to 5

#### 2. Copying from rough draft (*stenographer and typewriter*).

	From 100 deduct—
For each error in orthography; for each word or figure inserted, substituted, transposed, repeated, or omitted (provided, that a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line, and that a proportionate deduction shall be made for the omission of a greater number of printed lines); for each abbreviation; for each failure to capitalize, punctuate, or paragraph according to copy; for failure to indent as in copy (only one charge to be made in the exercise); for each variation from copy in the use of parentheses or hyphen, and for gross irregularity in the right-hand margin.....	5
For each irregularity in left-hand margin (total charges not to exceed 5); for each case of inconsistent spacing between words; for each interlineation (maximum for a single interlineation of five or more words, 5); for each misdivision of a word at the end of a line, and for each omission of a hyphen in dividing a word at the end of a line.....	1
For each space in a word, or for crowding letters in a word.....	2
For each case of inconsistent spacing between lines (total charges not to exceed 10).....	3
For erasures, and for each error not specified above.....	1 to 5

### 3. Copying from plain copy (stenographer and typewriter).

This exercise will consist of 450 words. In determining the accuracy the rating will be made in the discretion of the examiner on approximately 150 consecutive words from any part of the exercise, the same part being rated for all competitors in a given examination.

From 100

deduct—

For writing one line over another.....	10
For each error in orthography; for each word or figure omitted ( <i>provided</i> , that a deduction of 10 shall be made for the omission of two or more consecutive words if the words omitted do not constitute more than one printed line of the copy, and that a deduction of 20 shall be made for the omission of two printed lines, or more than one line, etc.); for each word added, substituted, or repeated; for each transposition; for each abbreviation not in copy; for each failure to capitalize or to punctuate as in copy; for each deviation from copy in paragraphing (maximum for the exercise, 10); for failure to indent as in copy (only one charge to be made in the exercise); for each error in compounding words, or vice versa.....	5
For each case of inconsistent spacing between lines.....	3
For each space between the letters of a word; for crowding letters in a word; for lack of space between words; for striking a letter instead of space bar; for unfinished word due to coming to end of line when word is rewritten on next line; for striking letters in a line over band holding paper, thus making no impression on sheet, or for piling letters over each other at the end of a line when all the letters are decipherable, or for running off paper on right or left margin (maximum for the exercise, 10).....	2
For each case of irregularity in left-hand margin, or of gross irregularity in right-hand margin (maximum for the exercise in each case, 5); for each strike over; for the misdivision of a word at end of line; for each omission of a hyphen, when needed, at end of line; for extra space between words (maximum for the exercise, 5); for each case of inconsistent spacing after punctuation marks; for each word interlined (maximum for a single interlineation of five or more words, 5); for each erasure (maximum for the exercise, 5).....	1
For lack of neatness.....	1 to 5
For each error not specified above.....	1 to 5

### 4. Time. (Three typewriting subjects.)

Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

Time consumed will be rated according to the following scale: If the competitor consumes only 30 minutes on the three typewriting subjects, he will be credited with 100. When the time consumed is more than 30 minutes and not more than 50 minutes, 1 will be deducted from 100 for every minute consumed more than 30 minutes. When the time consumed is more than 50 minutes and not more than 58 minutes, 2 will be deducted from 80 for every minute consumed more than 50 minutes. When the time consumed is more than 58 minutes and not more than 67 minutes, 3 will be deducted from 64 for every minute consumed more than 58 minutes. When the time consumed is more than 67 minutes and not more than 70 minutes, 4 will be deducted from 37 for each minute consumed more than 67 minutes. When the time consumed is more than 70 minutes, no credit will be given for time, and it will be impossible for the competitor to make an eligible average percentage on the typewriting subjects.

## ELIGIBILITY AND APPOINTMENT.

**Sec. 288. Period of eligibility.**<sup>1</sup>—The period of eligibility on all registers for original appointment is one year from the date of entering the name on the register (see next section), which entry is made as soon as practicable after the rating of the papers. The date of entry of a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination. Except as provided in section 290, the period of eligibility is never extended in individual cases, but extension always applies to the entire register.

Whenever a person whose name is on more than one register is appointed from one of such registers, his eligibility on all registers of the same or lower grade is canceled. He may, however, upon his written request at any time within the period for which eligibility would run if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period, unless it is otherwise provided with reference to a particular examination.

An eligible may upon request in writing have his eligibility suspended for a stated period within the term of eligibility.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

**Sec. 289. Eligibility—Beginning and termination of, in cases of delayed entry on register.**—The provision of section 3 of Rule VI, "the term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register," is to be read with the provisions of the law and of the rules as to the qualifications of applicants and the essentials of eligibility; and it is therefore held that when the commission admits a person to examination subject to his subsequent compliance with the requirements essential to eligibility or subject to the removal of an existing disability, such person is admitted upon the following conditions: That after he is able to fully qualify, his eligibility is to be coincident and coextensive as to time with that of other eligibles from the same examination; that if he qualifies during the life of the register, he is to have eligibility for the balance of the life of the register and no longer; and that if he fails for any reason to fully qualify within the life of the register he loses his right to any eligibility whatsoever and may become eligible only upon again entering an examination and duly qualifying.

**Sec. 290. Extension of eligibility for temporary appointment.**—Persons whose names are now or may hereafter be borne upon eligible registers for temporary appointment in the District of Columbia and whose year of eligibility expires after January 1, 1915, may have their eligibility extended to give them a total eligibility of three years. Such persons will be required to file new applications and personal question sheets to continue eligibility at the expiration of each year of eligibility. If they prefer such persons may file new applications and be reexamined at the first examination held approximately one year subsequent to their original examination, the average percentage obtained in such examination to take the place of the average percentage obtained in the previous examination.

**Sec. 291. Transfer of eligibility.**—No eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the

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<sup>1</sup> The period of eligibility on registers for the Philippine service is two years.

service, the commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles. (For transfer of eligibility on stenographer and typewriter registers see sec. 245.)

**Sec. 292. Relative standing on registers.**—Relative standing on any register is subject to constant change, and it frequently happens that an eligible who occupied a certain relative position on a register at a given date occupies a lower relative position on the register at a later date. Eligibles from new examinations are placed on the registers in order of average percentages. This sometimes causes the lowering of the standing of persons already on the registers. Eligibles sometimes request that their names be withdrawn from the registers and later revoke such requests, in which case their names are restored in order of average percentages.

Changes in the relative positions of the different States also cause marked differences in the relative standing of the same person at different dates. These changes in the relative positions of the different States are caused by appointments being charged and separations being credited to their respective States, the relative positions of the States in order for appointment being determined by the number of appointments received by each State on the basis of population.

**Sec. 293. Certifications.**—Until requested to certify names for filling it, the commission has no information in regard to any vacancy which may exist in any branch of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register of eligibles the names of the three persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer, who is required to make selection. The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

The time of examination is not considered in making certifications, as the highest in average percentage on the register must be certified first, although they may not have been the first examined. As a result of one examination an eligible may be certified for appointment three times to each department or office if reached for such certifications during the period of eligibility. An eligible who has been certified three times to the same office or department may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

When the needs of the service require it certification may be made from a higher-grade register for filling a lower-grade position.

**Sec. 294. Method of certification for scientific or technical positions, those of stenographer and typewriter at more than \$900 a year, and other positions; Departmental Service.**—When requisition is received for certification from any register of a scientific or technical character, or for certification for filling a vacancy in the position of stenographer and typewriter at a salary of more than \$900, in the apportioned Departmental Service, the following method is pursued:

1. Certification is made of the highest eligibles of the sex called for from the entire group of States and Territories that have not received their full share of the total number of appointments actually made, until all the eligibles from such States and Territories with average percentages as much as 75 have been certified.

2. After all the eligibles described in (1) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

3. After all the eligibles described in (2) above have thus been certified, then certification is made, in the order of percentage, of the highest remaining eligibles

from the entire group of States in arrears of their share who have percentages of as much as 73.

4. After all eligibles described in (3) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 73.

5. After all eligibles with averages of as much as 73 have thus been certified down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States have been certified, then certification is made from each other State in its order under the apportionment.

Only the names of competitors who attain a rating of at least 85 per cent in the subject of stenography and who have had at least two years' practical office experience will be certified for filling vacancies in stenographer and typewriter positions in the Departmental Service paying \$1,200 a year or more.

When requisition is received to fill a vacancy in any other position in the apportioned Departmental Service, the following method is pursued (see sec. 302):

1. Certification is made of the highest eligibles from one-half of the entire group of States and Territories that have not received their full share of the total number of appointments actually made (if the number of such States and Territories is uneven, the lesser number is taken) and this method is followed until all the eligibles from such States and Territories have been certified with average percentages of as much as 80.

2. After all the eligibles described in (1) above have thus been certified, then certification is made in the same manner from one-half of the remainder of such group of States and Territories.

3. After all the eligibles described in (2) above have thus been certified, then certification is made in the same manner from the remainder of such group of States and Territories.

4. After all the eligibles described in (3) above have thus been certified, then certification is made as described in (1) above, down to and including eligibles with percentages of as much as 75.

5. After all the eligibles described in (4) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 75.

6. After all the eligibles described in (5) above have thus been certified, then certification is made as described in (3) above, down to and including eligibles with percentages of as much as 75.

7. After all the eligibles described in (6) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with an average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

8. After all the eligibles described in (7) above have thus been certified, then certification is made of the highest remaining eligibles, from the entire group of States in arrears of their share, in the order of percentage, who have percentages of as much as 73.

9. After all the eligibles described in (8) above have thus been certified, then certification is made as described in (7) above, down to and including eligibles with percentages of as much as 73.

10. After all the eligibles have thus been certified with averages of as much as 73, down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States and Territories have been certified, then certification is made from each State and Territory in its order under the apportionment.

**Sec. 295. Certifications for the Railway Mail Service.**—The railway mail clerk register is kept by States, according to the legal residence of the eligibles, and when a vacancy occurs requisition is made for certification from the register of the State in which the vacancy exists. If there is no register in the State in which the vacancy exists, certification is made from an adjoining State having available eligibles.

An eligible on the railway mail clerk register is allowed to have his eligibility transferred from the register of one State to that of another only when he can show that he has been a bona fide resident of the State to which transfer of eligibility is desired for a period of at least six months next preceding the date of the request.

**Sec. 296. Certifications for the Indian Service and for some other services outside of the District of Columbia.**—For a vacancy in the Indian Service certification is made of the highest three eligibles on the proper register who indicate a willingness to accept appointment in the State where the vacancy exists. Competitors are given opportunity at the time of their examination to state the locality in which they are willing to accept employment. They may mention the States in which they wish to be employed or state that they are willing to accept employment anywhere in the United States.

This method is also followed in making certifications for the position of lay inspector in the Bureau of Animal Industry of the Department of Agriculture.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States is divided into four districts, the Mississippi River being the dividing line north and south, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California the dividing line east and west. Mounted inspectors are certified by average percentage, regardless of residence.

**Sec. 297. Certification for the Panama Canal Service.**—As a result of examinations for positions in the Canal Zone two lists of eligibles will be established, one containing the names of persons examined in the Canal Zone, the other containing the names of those examined at other places. Those examined in the Canal Zone will be preferred for appointments in the Panama Canal Service in the Canal Zone.

**Sec. 298. Certification for the Field Service.**—In filling vacancies in the Field Service the following procedure in making certifications will be followed:

For the Customs Service certification will be made of eligibles examined in the customs district in which the vacancy exists, except that when a customs district extends over parts of two or more civil-service districts certification will be made of eligibles examined in that part of the customs district which is in the civil-service district in which the vacancy exists.

For the Internal-Revenue Service certification will be made of those examined in the internal-revenue district in which the vacancy exists. This does not apply to the Tenth Civil-Service District. (See sec. 36.)

For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and carrier registers.

In filling vacancies in the position of forest clerk in the Forest Service and field clerk in the Reclamation Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services the regulations outlined in the foregoing paragraphs relative to methods of certification for

various branches of the service will apply, so far as possible. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant. Each competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment. (For transfer of eligibility on stenographer and typewriter registers, see sec. 245.)

Certifications for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter in offices of chiefs of field divisions of the Land-Office Service will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists; and in the absence of such local eligibles certification will be made of eligibles examined in the State in which the vacancy exists.

Certification for filling vacancies in the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

In filling vacancies in any position filled by educational examination not specifically provided for above, and positions in the Internal-Revenue Service in the Tenth Civil-Service District (see sec. 36), certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists.

In filling vacancies in noneducational positions for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment; that is, of those who live in the place or in the vicinity of the place of employment, and of those who do not live in the place or vicinity but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer when there is no local-board member) at the place at which employment is desired. An eligible who does not live in the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment.

In filling vacancies in noneducational positions for which applications are filed with local boards, certification will be made in accordance with the special regulations governing.

**Sec. 299. Probationary appointment.**—The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment, or the first year when so specified in the certificate of appointment, shall be a probationary period. If, and when, after full and fair trial during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond the probationary period confirms his absolute appointment.

**Sec. 300. Declination of appointment.**—An eligible who declines appointment will be dropped from the eligible register and his name will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment and unless assurance is given that he will accept the next appointment offered for service in the locality and at the entrance salary which he indicates his willingness to accept.

It is important that the commission be kept informed by eligibles on any of its registers of changes in their circumstances which would prevent the acceptance of appointment under the conditions as to salary and location specified as satisfactory at the time of examination in order that delay may be avoided in filling vacancies

and to prevent certifications being charged against their names for positions which they might not be willing to accept. The commission should also be promptly notified of any and all changes of address. In case application has been filed with the district secretary (see sec. 36) notices of changes should be sent to him.

**Sec. 301. Preference in appointment.**—Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty* shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed preference by the commission has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before, those of persons who have not been allowed preference; and (d) he is released from the law and rules relating to apportionment of appointments, but he can not be certified for appointment to apportioned positions until he has furnished evidence of residence and domicile, as required by law. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will, of course, head the list.

Persons entitled to preference under this section are not released from any requirement as to physical condition or from any other requirement of the examination for which application is made, except those specifically mentioned in the preceding paragraph.

Preference under this section does not apply to promotion examinations or to examinations for the Philippine Service.

Previous employment in the Government service does not entitle an eligible to preference in appointment.

**Sec. 302. Apportionment.**—The civil-service law requires that, as nearly as the conditions of good administration will warrant, appointments to positions in the departments at Washington shall be apportioned among the several States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census.

Section 2 of civil-service Rule VII excepts the following positions from the requirement of apportionment: Plate printer, printer's assistant, skilled helper, and operative in the Bureau of Engraving and Printing; positions in the field service of the military staff departments and at Army headquarters, mail-bag and mail-lock repair shops, Government Printing Office, Pension Agency,<sup>1</sup> and local offices in the District of Columbia; apprentice, student, gardener, engraver, cabinetmaker, carpenter, electrician's helper, electric lineman, electric wireman, messenger boy, painter, plumber, and plumber's helper. Appointments to unclassified positions, such as those of mere laborers, and to positions excepted by law or Executive order from competitive examinations or the apportionment, are not apportioned among the States.

In order that appointments to positions in the departments at Washington may be apportioned, as nearly as the conditions of good administration warrant, among the States and Territories according to population, whenever an appointment is made, the State of which the appointee is a resident is charged with the appointment; and whenever a person becomes separated from the service the State to which his appointment stands charged is credited. For several reasons it is not possible to apportion the appointments equally among the States. For example, many of the appointments were made before the civil-service law became operative; also if a State which may be next entitled to an appointment does not furnish eligibles having the required qualifications, it is necessary to certify eligibles who reside in

<sup>1</sup> Pension agencies have been abolished by law.



other States; and the reinstatement of a person who has been separated from the service without delinquency or misconduct must be charged to the State of which he is a resident. The commission is without authority to disapprove the reinstatement of a person on the ground of residence in a State which has received an excessive share of appointments. Again, the conditions of good administration frequently require that positions in the departments at Washington shall be filled by the transfer of persons holding similar classified positions in other parts of the country, and such transfers are required to be charged to the respective States and Territories in which the persons reside. In this way a number of States have received a larger proportionate share of appointments than others.

The following table shows the apportionment of appointments at Washington, D. C., from July 16, 1883, to May 28, 1915. The States and Territories are named in relative order according to the number of appointments they have received in proportion to population under the census of 1910:

State or Territory.	Appointments.			Separations.	Net appointments charged.
	Through examination.	Through reinstatement.	Through transfer, etc.		
1. Porto Rico.....	76	3	12	58	33
2. Alaska.....	3	1	1	2	2
3. Hawaii.....	24			15	9
4. Oklahoma.....	224	19	47	177	112
5. North Dakota.....	94	6	16	73	43
6. Texas.....	658	49	98	496	307
7. California.....	428	28	97	355	198
8. Louisiana.....	294	27	38	222	137
9. Alabama.....	292	46	39	301	178
10. Arkansas.....	285	29	26	298	132
11. South Dakota.....	110	12	31	99	54
12. New Mexico.....	42	4	27	42	31
13. Mississippi.....	363	18	30	236	175
14. Montana.....	69	13	22	66	38
15. Wisconsin.....	488	45	76	373	226
16. Oregon.....	114	12	30	87	69
17. Georgia.....	538	60	111	437	270
18. Washington.....	193	14	38	126	119
19. Missouri.....	741	59	108	556	282
20. Illinois.....	1,147	118	224	884	605
21. Arizona.....	35	4	19	36	22
22. North Carolina.....	404	43	102	308	249
23. Tennessee.....	431	60	101	354	238
24. Florida.....	126	15	28	94	83
25. Idaho.....	55	5	15	39	36
26. Michigan.....	621	58	92	459	312
27. Minnesota.....	410	39	94	312	231
28. South Carolina.....	294	25	60	220	169
29. Kentucky.....	458	42	87	331	256
30. Indiana.....	592	57	146	484	311
31. Utah.....	95	7	20	78	44
32. Iowa.....	544	62	116	459	283
33. New Jersey.....	560	53	85	381	217
34. Ohio.....	1,073	155	233	880	601
35. Maine.....	202	21	40	166	98
36. New Hampshire.....	125	14	25	107	57
37. Pennsylvania.....	1,751	171	403	1,306	1,020
38. Nebraska.....	269	26	76	212	159
39. West Virginia.....	201	33	84	155	163
40. Kansas.....	370	42	113	286	227
41. Nevada.....	13	1	6	9	11
42. New York.....	2,324	246	501	1,837	1,234
43. Rhode Island.....	156	10	21	111	76
44. Connecticut.....	270	42	45	198	159
45. Wyoming.....	39	2	15	25	21
46. Colorado.....	122	17	59	153	115
47. Massachusetts.....	1,186	67	180	811	542
48. Vermont.....	122	14	17	84	69
49. Delaware.....	76	2	15	60	43
50. Virginia.....	665	116	208	544	444
51. Maryland.....	690	116	215	558	463
52. District of Columbia.....	1,445	339	647	1,192	1,229
Total.....	22,025	2,467	4,927	17,045	12,399

**Sec. 303. Salary.**—Entrance to the service is usually at the lowest salary, the higher salaried positions being filled by promotion. As the prospects of promotion vary in different departments, and depend largely on the efficiency of the employee, the commission can furnish no specific information on the subject. Having in mind the fact that appointments are usually made at the lowest salary, and that the higher salaries are obtainable only by promotion, competitors should indicate in the personal-question sheet of their examinations the lowest salary they would be willing to accept in the event of appointment, as the commission may not certify an eligible for a vacancy paying a lower salary than he is willing to accept, as indicated in his examination papers. The lowest and highest entrance salaries paid in various positions are given in the table, section 304 of this Manual.

A competitor will not be allowed to make any change in the amount stated as an acceptable entrance salary after his name is entered upon the eligible register, except for reasons satisfactory to the commission. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled, and the minimum salary stated does not affect certification to positions with higher salaries.

**Sec. 304. PROSPECTS OF APPOINTMENT.**—It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the commission has no knowledge of vacancies occurring in any department in advance of the receipt of requisitions for certification. Under the law nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. There are usually on the registers more eligibles having ordinary qualifications than are required for appointment. The commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules, which permit them to select for appointment any one of the three names certified, without regard to political or religious considerations.

Stenographers and typewriters who are competent and willing to accept the usual salaries offered (men \$840 or \$900, women \$720) have much greater prospects for appointment than applicants for other clerical positions. The supply of eligibles willing to accept the usual entrance salary is not equal to the demand. An excellent opportunity is therefore open to competent stenographers and typewriters from States which have not received their full quota of appointments.

A person who resides in a State which has received its full quota of appointments has little or no prospect of obtaining an appointment in the departments at Washington as the result of an examination for bookkeeper, clerk, messenger, watchman, or skilled laborer. Positions in the Post-Office Service are filled as a result of examinations held especially for that service.

The States of Alabama, Arkansas, California, Louisiana, Mississippi, Montana, New Mexico, North Dakota, Oklahoma, Oregon, Texas, Utah, and Washington, the Territories of Alaska and Hawaii, and the island of Porto Rico have received so much less than the number of appointments to which they are entitled under the apportionment law that eligibles from these States and Territories, with averages of 80 or above, under present conditions have excellent prospects of appointment to positions in the apportioned service, and the chances of those with averages of 75 to 80 are good.

The table below shows for certain examinations the number of persons examined, the number that passed, the number appointed, and the minimum and maximum salaries at which appointments were made during the year ended June 30, 1914.

Kind of examination.	Male.			Female.			Salaries at which appointed.	
	Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Aid, Bureau of Standards.....	69	25	11	.....	.....	.....	\$600.00	\$780.00
Coast and Geodetic Survey.....	44	23	23	.....	.....	.....	175.00	175.00
Lighthouse Service.....	47	26	2	.....	.....	.....	780.00	1,380.00
Apprentice fish culturist.....	85	42	12	.....	.....	.....	600.00	600.00
Apprentice plate cleaner, transferer, and engraver.....	13	3	2	.....	.....	.....	\$1.60	\$1.60
Assistant examiner, Patent Office.....	154	39	20	.....	.....	.....	1,500.00	1,500.00
Assistant observer.....	119	37	14	.....	.....	.....	900.00	900.00
Cadet engineer.....	12	3	2	.....	.....	.....	680.00	780.00
Cadet officer.....	11	10	2	.....	.....	.....	600.00	720.00
Civil engineer and draftsman.....	20	12	.....	.....	.....	.....	.....	.....
Civil engineer student.....	183	41	10	.....	.....	.....	720.00	720.00
Clerk, Departmental Service.....	2,086	595	29	1,007	424	49	720.00	1,000.00
Clerk, Panama Canal Service.....	136	72	12	.....	.....	.....	1,200.00	1,200.00
Computer, Coast and Geodetic Survey.....	17	6	2	.....	.....	.....	1,200.00	1,200.00
Nautical Almanac Office and Naval Observatory.....	22	12	9	.....	.....	.....	( <sup>1</sup> )	( <sup>1</sup> )
Draftsman, copyist ship, Navy Department.....	126	72	32	.....	.....	.....	\$2.00	\$3.04
Copyist topographic, Departmental Service.....	364	86	11	42	14	3	600.00	1,200.00
Junior engineer, Engineer Department at large.....	14	3	.....	.....	.....	.....	.....	.....
Mechanical, Panama Canal Service.....	20	8	5	.....	.....	.....	112.50	162.50
Ship, Navy Department.....	103	30	23	.....	.....	.....	\$3.28	\$5.04
Topographic, Departmental Service.....	86	36	11	14	1	.....	1,200.00	1,800.00
Topographic, Panama Canal Service.....	15	5	4	.....	.....	.....	125.00	125.00
Elevator conductor.....	127	106	11	.....	.....	.....	720.00	720.00
Engineer, Indian Service.....	49	24	12	.....	.....	.....	720.00	840.00
Farmer, Indian Service.....	225	109	56	.....	.....	.....	600.00	900.00
Fish culturist.....	29	9	9	.....	.....	.....	600.00	980.00
Forest assistant, Forest Service.....	135	89	33	.....	.....	.....	1,100.00	1,100.00
Guard.....	226	170	25	.....	.....	.....	840.00	840.00
Junior chemist.....	271	131	12	32	11	.....	1,020.00	1,200.00
Junior engineer, civil, Engineer Department at large.....	108	71	3	.....	.....	.....	1,980.00	1,980.00
Electrical, Engineer Department at large.....	32	13	3	.....	.....	.....	1,200.00	1,400.00
Mechanical, Engineer Department at large.....	20	11	.....	.....	.....	.....	.....	.....
Mining, Bureau of Mines.....	19	13	3	.....	.....	.....	1,500.00	1,500.00
Kindergarten teacher.....	.....	.....	.....	10	10	6	600.00	600.00
Laboratory apprentice.....	73	24	13	.....	.....	.....	480.00	540.00
Laboratory assistant.....	198	92	7	.....	.....	.....	900.00	1,000.00
Library cataloguer.....	3	2	.....	27	12	6	900.00	900.00
Local and assistant inspector of boilers.....	39	20	5	.....	.....	.....	1,500.00	2,000.00
Local and assistant inspector of hulls.....	32	21	5	.....	.....	.....	1,500.00	1,800.00
Matron, Indian Service.....	.....	.....	.....	125	110	56	480.00	720.00
Pharmacist.....	18	11	1	.....	.....	.....	720.00	720.00
Physician.....	62	49	38	.....	.....	.....	500.00	1,500.00
Postal clerk, Panama Canal Service.....	10	4	8	.....	.....	.....	1,200.00	1,200.00
Press feeder.....	9	8	2	38	27	18	\$25	\$25
Scientific assistant.....	538	261	38	41	21	.....	900.00	1,900.00
Statistical clerk.....	163	26	17	170	41	17	900.00	1,200.00
Stenographer, Departmental Service.....	694	137	29	197	52	2	720.00	960.00
Stenographer and typewriter, Departmental and Panama Canal Services.....	1,280	410	263	418	197	83	720.00	1,500.00
Stenographic clerk.....	66	20	1	71	12	1	900.00	900.00
Superintendent of construction.....	37	21	1	.....	.....	.....	1,600.00	1,600.00
Subclerical (messenger, skilled laborer, and watchman).....	1,174	949	181	.....	.....	.....	480.00	720.00
Teacher, Indian Service.....	60	48	30	159	110	62	600.00	720.00
Telegraph operator.....	109	27	9	14	1	.....	900.00	1,000.00
Trained nurse, Indian Service.....	14	8	1	76	69	15	720.00	720.00
Typewriter, Departmental and Panama Canal Services.....	915	586	140	292	185	17	720.00	1,200.00
Veterinarian.....	425	210	151	.....	.....	.....	1,400.00	1,400.00

<sup>1</sup> Per month.  
<sup>2</sup> Per diem.

<sup>3</sup> Figures are for the last year in which this examination was given.

<sup>4</sup> Piecework.  
<sup>5</sup> Per hour.

## SCHEDULE A.

### CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION UNDER RULE II, CLAUSE 3.

[The classified service does not include positions under the government of the District of Columbia, the Library of Congress, the legislative and judicial branches, the Consular and Diplomatic Services, or the Pan American Union.]

**Sec. 305.**—Below will be found a list of classified positions which are excepted from examination by the commission. For information in regard to appointment to any of the positions mentioned therein, application should be made to the head of the department or office in which such position is located.

No office or position is excepted unless it is specifically named herein. Not more than one position shall be treated as excepted under the title of any such position unless a different number be indicated.

#### I. THE ENTIRE CLASSIFIED SERVICE.

1. Two private secretaries or confidential clerks to the head of each of the executive departments and one to each assistant head and one to the Public Printer.

2. One private secretary or confidential clerk to each of the heads of bureaus, appointed by the President in the executive departments, if authorized by law.

3. All persons appointed by the President without confirmation by the Senate.

4. Attorneys, assistant attorneys, and special assistant attorneys.

5. Chinese, Japanese, and Hindu interpreters.<sup>1</sup>

6. Any person receiving for his personal salary compensation aggregating not more than \$300 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and, in addition, when payment is not at a per annum rate, the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.<sup>2</sup>

7. Any person employed in a foreign country under the State Department, or temporarily employed in a confidential capacity in a foreign country under any department or office; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Labor.

8. Any position the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is enlisted for a term of years; also positions in the Revenue-Cutter Service,<sup>3</sup> where the persons enlist for the season of navigation only.

9. All positions in Alaska which can not be filled from appropriate existing registers, except those in the Customs Service.

10. A person serving under temporary appointment continuously since May 29, 1899, may be permanently appointed, in the discretion of the appointing officer.

<sup>1</sup> Amendment of Feb. 1, 1915.

<sup>2</sup> Amendment of Oct. 14, 1911.

<sup>3</sup> Revenue-Cutter Service now Coast Guard. (See sec. 94.)

11. A person holding an excepted position, which he entered prior to November 2, 1894, and in which he has since served continuously, may, subject to the other conditions and provisions of these rules, be transferred to a competitive position.

12. Mechanics and skilled tradesmen or laborers,<sup>1</sup> employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver<sup>2</sup> of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

## II. STATE DEPARTMENT.<sup>3</sup>

1. Eight officers to aid in important drafting work.<sup>4</sup>
2. Assistant solicitors.<sup>4</sup>

## III. TREASURY DEPARTMENT.<sup>5</sup>

1. One confidential clerk, if authorized by the Secretary of the Treasury, to each of the following officers:

The collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as \$500,000.

The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.

3. In the New York customs district: Stitch counters.<sup>6</sup>

4. Storekeepers and gaugers<sup>6</sup> whose compensation does not exceed \$3 per diem when actually employed and whose aggregate compensation shall not exceed \$500 per annum.

This exception from the requirement of examination shall not apply to the fifth internal-revenue district of North Carolina.

5. One private secretary or confidential clerk to the superintendent in each mint and in the assay office at New York.<sup>7</sup>

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. Any person employed in the Public Health Service as quarantine attendant at a station at which, in the opinion of the commission, the establishment of registers is impracticable, and any person employed as quarantine attendant or acting assistant surgeon or sanitary inspector on a quarantine vessel or in a camp or station established for quarantine purposes during an epidemic of a contagious disease for temporary duty in the United States or elsewhere in preventing the introduction or spread of contagious or infectious diseases.<sup>8</sup>

<sup>1</sup> Skilled laborers. Unskilled laborers are not within the scope of the act and rules.

<sup>2</sup> This exception applies to chauffeurs as well as to drivers of carriages. (Minute of commission, Jan. 30, 1908.)

<sup>3</sup> See excepted positions in this department under heading "The Entire Classified Service."

<sup>4</sup> Amendment of Aug. 24, 1912.

<sup>5</sup> Amendment of June 12, 1911.

<sup>6</sup> Internal-Revenue Service.

<sup>7</sup> Amendment of Feb. 20, 1913.

<sup>8</sup> Subject to this exception at present are the following quarantine stations: Cape Charles, Columbia River, Fort Stanton, Gulf, Key West, Mobile, Mullet Key, Reedy Island, San Francisco, and South Atlantic.

8. In the Alaska Customs Service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the Customs Service at the port of Chicago.

10. Mounted inspectors in the Customs Service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the leprosy investigation station, Molokai, Hawaii.

14. Informers and posse men, and special employees employed temporarily for detective work in the Internal-Revenue Service, under the appropriation for detecting and bringing to trial and punishment persons violating the internal-revenue laws.

15. Laborers at \$480 per annum in the Customs Service, district of Hawaii, who are to perform the duties of opener and packer.

#### IV. WAR DEPARTMENT.<sup>1</sup>

1. All cable engineers and cable electricians.

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of \$60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War, and a duplicate thereof to the Civil Service Commission.

3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; and all employees on transport ships other than clerks.

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.<sup>2</sup>

5. Consulting architect, for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All positions on torpedo and mine planters and cable boats, both navigating and operative, of the Quartermaster Corps of the Army.<sup>3</sup>

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts when the positions are filled by retired noncommissioned officers or enlisted men.

10. Civilian professors, instructors, and teachers in the United States Military Academy at West Point.

11. Superintendent of construction, Quartermaster Corps, Corregidor, Philippine Islands.

12. Contract surgeons.

<sup>1</sup> See excepted positions in this department under heading "The Entire Classified Service."

<sup>2</sup> Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

<sup>3</sup> Amendment of May 4, 1915.

13. Clerk qualified as translator of the English, Spanish, and Tagalog languages in the Bureau of Insular Affairs.

14. Watchmen on fortifications under construction when the positions are filled by men who have served at least two enlistments in the Army, Navy, or Marine Corps.<sup>1</sup>

#### V. NAVY DEPARTMENT.<sup>2</sup>

1. Paymasters' clerks acting as principal clerks to general storekeepers at navy yards and naval stations.<sup>3</sup>

2. Civilian professors, instructors, and teachers in the United States Naval Academy at Annapolis.<sup>4</sup>

3. All positions in the Island of Guam and in the Island of Samoa.<sup>4</sup>

4. One clerk actually on duty with each assistant paymaster of the United States Marine Corps.<sup>5</sup>

5. Artisan and supervisory artisan positions at the naval stations at Cavite, Olongapo, and Guantanamo.<sup>6</sup>

#### VI. DEPARTMENT OF JUSTICE.<sup>2</sup>

1. Wardens, chaplains, and physicians in the United States penitentiaries or prisons.

2. One clerk to each United States district attorney.

3. Examiners.

4. One person employed as field deputy in the office of a United States marshal or whose chief duties are to serve process.

5. All positions and employments deemed by the Attorney General to be legal or confidential in their character, and which relate to temporary service or which grow out of appropriation acts committing to the Attorney General the execution of some purpose of the law and the expenditure of the funds therefor, but not creating specific positions.

#### VII. POST OFFICE DEPARTMENT.<sup>2</sup>

1. The Assistant Attorney General for the Post Office Department.

2. One private secretary or confidential clerk to the Assistant Attorney General, and one to the purchasing agent of the Post Office Department.

3. All employees on star routes and in post offices of the third and fourth classes, other than postmasters of the fourth class, except those in Alaska, Guam, Hawaii, Porto Rico, and Samoa.<sup>7</sup>

4. One auditor at the post office in New York City.

5. Clerks in charge of contract stations, appropriated for as such and so reported.

#### VIII. DEPARTMENT OF THE INTERIOR.<sup>2</sup>

1. The superintendent of the Hot Springs Reservation.

2. Inspectors whose duties are of a confidential nature in the office of the Secretary of the Interior and who are appropriated for by the Congress.<sup>8</sup>

3. Inspectors of coal mines in the Territories.

4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.

5. Indians employed in the Indian Service at large, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.

<sup>1</sup> Amendment of Apr. 30, 1915.

<sup>2</sup> See excepted positions in this department under the heading "The Entire Classified Service."

<sup>3</sup> Amendment of Dec. 2, 1910.

<sup>4</sup> Amendment of Feb. 21, 1911.

<sup>5</sup> Amendment of Apr. 3, 1911.

<sup>6</sup> Amendment of Feb. 4, 1913.

<sup>7</sup> Amendment of Oct. 15, 1912.

<sup>8</sup> Amendment of Apr. 10, 1912.

6. Special commissioners to negotiate with Indians, as the necessity for their employment may arise.

7. One financial clerk at each Indian agency to act as agent during the absence or disability of the agent.

8. Physicians employed in the Indian Service and receiving not more than \$720 per annum salary, who may lawfully perform their official duties in connection with their private practice, such employment, however, to be subject to the approval of the commission.

9. All physicians employed as pension-examining surgeons, whether organized in boards or working individually under the direction of the Commissioner of Pensions. This paragraph shall not include medical examiners in the Pension Office.

10. (Revoked by Executive order of April 13, 1915.)

11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

12. Consulting engineers of the Reclamation Service under the Geological Survey.

13. One confidential clerk and one record clerk to the Superintendent of the Government Hospital for the Insane.

14. One private secretary to the Director of the Geological Survey.

15. Superintendents of live stock, stockmen, stock detectives, and line riders in the Indian Service.

16. Special officers to assist in the suppression of the liquor traffic in the Indian Service.

17. Superintendent of Indian Insane Asylum, Canton, S. Dak.

18. Special agent for the Chippewa Indians of Lake Superior.

19. One Indian trade supervisor.

20. Superintendents or officers in charge of national parks or reservations.

21. Chief law officer in the Reclamation Service.

22. Scouts, buffalo keepers, assistant buffalo keepers, and park rangers in the national parks.

23. One histopathologist temporarily engaged in research work at the Government Hospital for the Insane.

24. One specialist in higher education in the Bureau of Education.

25. The assistant to the Secretary in the office of the Secretary of the Interior.<sup>1</sup>

26. All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.<sup>2</sup>

#### IX. DEPARTMENT OF AGRICULTURE.<sup>3</sup>

1. (a) Agents employed in field positions the work of which is financed jointly by the department and cooperating persons or organizations outside the Federal service.

(b) Local agents outside of Washington engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

(c) Local agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies,

<sup>1</sup> Amendment of Apr. 21, 1911.

<sup>2</sup> Amendment of Nov. 19, 1912. The Neopit lumbering project is a commercial enterprise conducted for the profit and sole benefit of the Menominee tribe of Indians and its operation is in competition with private enterprises of the same kind. It thus differs from any other enterprise conducted for the benefit of the Indians and it is believed that the work can be carried on more economically and therefore with more benefit to the Indians by excepting these employees from the operation of the civil-service rules.

<sup>3</sup> See excepted positions in this department under heading "The Entire Classified Service."



hog cholera, and animal tuberculosis, and other contagious or infectious animal diseases.

(d) Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not, in the opinion of the commission, be filled by open competitive examination.

(e) Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.

(f) Student assistants whose salary shall not exceed a rate of \$300 a year each while employed.

Prior consent of the commission must be obtained for the appointment of agents under clause (d) above; and in making appointments under clauses (a), (b), (c), (e), and (f), a full report shall be submitted immediately by the department to the commission setting forth the name, designation, and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.<sup>1</sup>

2. One statistical agent in each State and Territory where authorized by law.

3. Guards and field assistants for reconnaissance parties employed temporarily during the season of danger from fires or when special work requires additions to the regular forest force. They shall serve only so long as absolutely required and in no case beyond the usual field season. So far as the commission may deem practicable such appointments shall be made from the registers of eligibles.

#### X. PANAMA CANAL.<sup>2</sup>

1. All officers and employees in the service of the Panama Canal upon the Isthmus of Panama, except those who are to perform the duties of clerk, book-keeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more<sup>3</sup> than \$75 in gold per month may be made without examination under the civil-service rules.

2. One inspecting engineer and inspectors in the purchasing department.

#### XI. DEPARTMENT OF COMMERCE.<sup>2</sup>

1. All persons temporarily connected with the field operations of the Bureau of Fisheries who are paid from lump appropriations for miscellaneous expense. No person employed in a position specifically provided for by statute at any station shall be regarded as excepted from examination hereunder.

2. Shipping commissioners whose compensation for the fiscal year ending June 30, 1907, was, as shown by the records in the Department of Commerce and Labor, \$2,500 or over.<sup>4</sup>

<sup>1</sup> Amendment of Aug. 26, 1912.

<sup>2</sup> See excepted positions under heading "The Entire Classified Service."

<sup>3</sup> Amendment of July 17, 1906.

<sup>4</sup> This order applies to the ports of New York, San Francisco, Port Townsend, and Boston.

3. Commercial agents, experts, and special agents to investigate trade conditions abroad and in the United States, including the insular possessions, with the object of promoting the foreign commerce of the United States, including experts and special agents employed upon the field work of investigating the cost of production at home and abroad.<sup>1</sup>

**XII. INTERSTATE COMMERCE COMMISSION.<sup>2</sup>**

1. Five experts to be members of an advisory board under the act of March 1, 1913, providing for the valuation of the property of carriers.
2. Five members of a board of engineers under said act.
3. One director under said act.
4. One supervisor of land appraisals under said act.
5. One chief accountant under said act.

**XIII. DEPARTMENT OF LABOR.<sup>3</sup>**

1. Commissioners of conciliation in labor disputes to be appointed by the Secretary of Labor whenever, in his judgment, the interests of industrial peace may require it.

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<sup>1</sup> Amendment of July 2, 1914.

<sup>2</sup> Amendments of Apr. 23, 1912, and Oct. 29, 1913.

<sup>3</sup> Amendment of Apr. 13, 1915.

## SCHEDULE B.

### CLASSIFIED POSITIONS WHICH MAY BE FILLED UPON NONCOMPETITIVE EXAMINATION.

**Sec. 306.** The noncompetitive examinations authorized under Rule III, clause 2, shall consist of the same tests of fitness as those applied to other persons seeking appointment through competitive examination.

#### I. INTERIOR DEPARTMENT.

1. Superintendent, teacher, manual-training teacher, kindergartner, physician, matron, clerk, seamstress, farmer, and industrial teacher, in the Indian Service at large when filled by Indians.

2. Junior clerk, messenger, assistant messenger, and messenger boy, in the Office of Indian Affairs when filled by Indians.

3. Any competitive position at an Indian school when filled by the wife of a competitive employee at that school.

4. Miners, whether employed in rescue or first-aid work at rescue stations, on rescue cars, or at experimental mines, under the Bureau of Mines: *Provided, That*, should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused, it may revoke it.

5. Six inspectors to act as the immediate and confidential representatives of the Commissioner of Indian Affairs, subject to such evidence of qualifications as the Civil Service Commission may prescribe after consultation with the Commissioner of Indian Affairs.

6. One superintendent of irrigation in the Indian Service, who shall be competent to pass upon water rights.

#### II. INTERSTATE COMMERCE COMMISSION.

1. Not exceeding 20 special agents under the Division of Prosecutions subject to such evidence of qualification as the Civil Service Commission may prescribe after consultation with the Interstate Commerce Commission: *Provided, That*, should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused, it may revoke it.

2. Five assistant engineers to be employed under the act of March 1, 1913, providing for the valuation of the property of carriers.<sup>1</sup>

#### III. DEPARTMENT OF COMMERCE.<sup>2</sup>

1. Clerks to commercial attachés, Bureau of Foreign and Domestic Commerce.

#### IV. WAR DEPARTMENT.

1. Aeronautical engineers, aeronautical mechanical engineers, instructors in flying, and aviation mechanics in the aviation section of the Signal Corps.

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By direction of the commission:

. JOHN A. McILHENNY, *President.*

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<sup>1</sup> Amendments of Apr. 23, 1913, and Oct. 29, 1913.

<sup>2</sup> Amendment of Sept. 28, 1914.

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Form 302

Jan., 1915

UNITED STATES CIVIL SERVICE COMMISSION

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# MANUAL OF EXAMINATIONS

FOR THE

SPRING OF 1915

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[THE REPORTS OF THE COMMISSION, SHOWING ITS WORK AND CONTAINING  
THE CIVIL-SERVICE ACT, RULES, AND REGULATIONS, CAN BE  
CONSULTED AT THE PRINCIPAL PUBLIC LIBRARIES]



WASHINGTON  
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**COMMISSIONERS:**

JOHN A. McHENRY,  
PRESIDENT.  
CHARLES M. GALLOWAY,  
HERMON W. CRAVEN.

**UNITED STATES CIVIL SERVICE COMMISSION,  
WASHINGTON, D. C.**

**INTRODUCTORY.**

The **Manual of Examinations** is issued semiannually in January and July. It contains the schedule of dates and places of the spring or the fall series of examinations, descriptions of the scheduled examinations and others which are held with more or less frequency, instructions relative to applications and conditions of employment, information concerning the rating of examination papers and the methods of certification of the names of eligibles when vacancies occur, and other information relating to matters connected with the Federal civil service which is considered of value to applicants for examination and the public generally.

The commission has aimed to include in the **Manual** all the instructions needed by intending applicants concerning the examinations covered by the **Manual** and the filing of applications. Before writing to the commission for information it should be determined that the inquiry is not fully answered in the **Manual**. The index should be consulted. The January edition of the **Manual** contains the schedule of spring examinations and the July edition the schedule of fall examinations. Requests for the next July edition should not be made before July 15, 1915.

Persons making requests for information in regard to examinations and for application blanks who do not specify the name of the examination desired will be furnished with this **Manual**, unless they have already been supplied. Upon receipt of the **Manual** they should notify the commission of the name of the examination desired, using for that purpose the form on page 6; the proper blank will then be sent provided the desired examination is pending. When the application has been executed and is ready for mailing the applicant should be careful to attach sufficient postage. Usually at least 4 cents is required. It is not necessary to inclose stamps for reply when writing to the commission or when forwarding an application.

The commission does not keep a mailing list of the names of persons desiring copies of the successive issues of the **Manual**; it is necessary to make a separate request for each issue.

**SCOPE OF THE CIVIL-SERVICE LAW.**

January 16, 1883, Congress passed what is known as the "civil-service law." This act established the United States Civil Service Commission, to be composed of three members, not more than two of whom shall be adherents of the same political party. The act itself is a mere outline of its purposes, but for its amplification it provides for rules to be promulgated by the President, such rules to be equally binding with the statute upon the heads of departments and offices, as well as upon the commission. The fundamental purpose of the law and rules is to establish, in the parts of the service within their provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political or religious considerations. To carry out this purpose a plan of competitive examinations is prescribed.

The term "classified service" indicates the parts of the service within the provisions of the civil-service law and rules requiring appointments therein to be made

upon examination and certification by the commission, unless especially excepted from competition; the term "unclassified service" indicates the parts of the service which are not within those provisions, and therefore in which appointments may be made without examination and certification by the commission.

The civil-service law and rules do not give to the commission any power of appointment and removal; that power is left where it was prior to such law, namely, in the President and the heads of departments. Upon requisition of an appointing officer the commission provides eligibles secured as the result of competitive examination; from the eligibles thus provided the appointing officer makes selection and appointment. When the commission certifies three eligibles for any particular position, the appointing officer has absolute discretion in making selection and appointment from such eligibles, except that the rules require that selection shall be made without regard to political or religious considerations. When certification is made the commission's duty ends so far as an appointment is concerned, except, of course, that it is charged with investigating and reporting any irregularity of appointment or removal.

A vacancy in the classified service may be filled either by original appointment upon examination and certification by the commission, as explained, or by transfer or promotion from certain other positions in the classified service, or by reinstatement.

#### **EXTENT OF THE CLASSIFIED CIVIL SERVICE.**

"The classified civil service shall include all officers and employees in the executive civil service of the United States, heretofore or hereafter appointed or employed, in positions now existing or hereafter to be created, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers and persons whose appointments are subject to confirmation by the Senate." \* \* \* (Civil-service Rule II, clause 1.)

Included in the classified service are positions in or under the departments and offices at Washington, D. C., the Railway Mail Service, the Indian Service, the Steamboat-Inspection Service, the Immigration Service, the Public Health Service, the Lighthouse Service, the Life-Saving Service, the Mint and Assay Service, the Custodian Service, the Subtreasury Service, the Engineer Department at large, the Ordnance Department at large, the Quartermaster Corps, the Customs Service, the Post-Office Service, the Government Printing Office, the Internal-Revenue Service, the Rural Delivery Service, the Forest Service, the Reclamation Service, the Panama Canal Service, the Navy-Yard Service, the Government Hospital for the Insane, the National Military Park Service, and the position of fourth-class postmaster except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa.

Under civil-service Rule II, clause 3, certain positions in the classified service are excepted from examination. A list of these positions will be found in section 301.

All places in the classified service except those mentioned in the section referred to above, if not filled by reinstatement, transfer, or promotion, must be filled as the result of open competitive examination held under the provisions of the civil-service law.

Under the terms of the law positions outside the executive branch of the Government, positions to which appointment is made by the President and confirmed by the Senate, and positions of mere unskilled manual labor are not required to be classified.

The individual positions which are filled through competitive examinations now number about 300,000.

Positions in the Consular and Diplomatic Services, in the Congressional Library, under the Pan American Union, under the governments of Territories or the District of Columbia, or under State or municipal control are not filled as the result of examinations held by this commission.

## DEPARTMENTAL SERVICE AND FIELD SERVICE.

The term "Departmental Service," as used in this Manual refers to positions in the departments and general offices at Washington, D. C. The term "Field Service" refers to positions in all the branches outside of Washington, D. C., and to local branches in Washington, D. C. Local branches are such as the city post office, the customhouse, the navy yard, the Engineer Department at large, etc. Such branches in the District of Columbia, as elsewhere, are in the Field Service, while their respective departmental headquarters are in the Departmental Service.

Positions under the government of the District of Columbia are not a part of the Federal service.

## EXAMINATIONS AND APPOINTMENTS.

Under "Descriptions of examinations" in this Manual the titles are arranged alphabetically. Many examinations not described are announced from time to time as eligibles are needed. Information concerning such examinations is contained in section 43.

Examinations for the Departmental Service are held in every State and Territory. For the Field Service examinations usually are held at or near the places of employment. Examinations as a rule are not held for a particular department or office, but for the purpose of establishing registers from which appointments may be made to any department or office. From most examinations appointments may be made not only to a particular class of positions but to any position requiring the qualifications tested.

Appointments are made through examination and certification by the commission to all positions in the executive branch of the Federal service, both at Washington, D. C., and in the country at large, except those filled by presidential appointment, certain positions of an executive, confidential, or fiduciary character, which are expressly excepted from examination, and certain minor positions.

Appointments to Federal positions in Porto Rico, Hawaii, and the Canal Zone are made on the same basis as those in the States. So far as is practicable the same system is applied to Federal positions in Alaska.

With the exception of a very few Federal positions in the Philippines, appointments to Government positions in those islands are made in accordance with the Philippine civil-service act; but this commission holds such examinations as the Philippine civil-service board may request. Civil positions in the military division of the Philippines, and similar positions under the United States naval authorities in the Philippines, are not in the Philippine civil service, but are in the civil service of the United States. The positions referred to include those under the staff officers of the Philippines Division of the Army, and under the commandants of the United States naval stations at Cavite and Olongapo. The bureau of civil service at Manila is authorized to receive applications for admission to the Federal civil service in the Philippine Islands, to hold examinations, and to certify eligibles for appointment to Federal positions.

## CIVIL-SERVICE SCHOOLS AND INSTITUTES.

The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such schools. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the commission, and without cost. The commission is in no way responsible for any statement contained in the advertisements of schools.

### REQUEST FOR APPLICATION BLANK.

First determine that the desired examination is pending; consult the *Manual*; then fill out the form below, detach page, and mail to the commission. When mailing your request, attach proper postage to the envelope, but do not enclose stamps for reply.

Date.....191...

UNITED STATES CIVIL SERVICE COMMISSION,

*Washington, D. C.:*

Please mail to the address given below the proper application blank, in order that

I may take the examination for the position of.....

..... at .....

on ....., 191...

(Signature) .....

(Address) .....

.....

## CHANGE OF ADDRESS.

Persons who have applied for examination or who have passed an examination for the Departmental or Panama Canal Service should keep the commission informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should relate only to the change in address and should always indicate the kind and date of the examination taken, the average attained, and, if educational, the place of examination.

Persons eligible for the Philippine Service should notify the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., of change of address, and not the commission.

Persons who have filed application for the Field Service should notify the district secretary of change of address. (See sec. 35.)

### REQUEST FOR CHANGE OF ADDRESS.

When communicating with the commission relative to change of address fill out the blanks below, tear out this page, and forward it to the commission.

....., 191..  
UNITED STATES CIVIL SERVICE COMMISSION,  
Washington, D. C.

Exact title of examination: <sup>1</sup> .....

Bona fide residence of applicant: .....  
(State, not address.)

Average attained: A.....

Date of examination: .....

City in which examined: .....

Please change the address on my application from .....

to .....

Signature: .....

<sup>1</sup>If you have more than one application on file, name each kind of examination for which an application has been filed.

## **SPECIAL NOTICES.**

---

Each applicant for examination, except for the positions of scaler and assistant forest ranger in the Forest Service, will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. A card will be sent to the applicant on which to paste the photograph and to furnish necessary information in connection therewith. An applicant for examination who fails to present a photograph to the examiner will not be admitted to the examination. Tintypes will not be accepted.

---

Each applicant for examination for a position in the apportioned Departmental Service at Washington, D. C., must attach a ten-cent revenue stamp to the county officer's certificate of his application.

## PLACES AND DATES OF SPRING EXAMINATIONS.

No request will be granted to take an examination at a place or on a date for which it is not scheduled. An applicant may take only one kind of examination at one time or place. An applicant for appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the State in which he resides and must show that he has been actually domiciled in such State for at least one year previous to the date of examination. Applications for examinations mentioned in section 1 must be filed with the commission at Washington, D. C.

All examinations begin at 9 a. m., local time. For location of the examination room, if outside of Washington, D. C., apply to the secretary of the board of examiners or to the postmaster in the city or town where the examination is to be held, not later than 8.30 a. m. on the date of the examination. Examinations in Washington, D. C., are held at No. 1724 F Street NW.

For information in regard to examinations to be held in the Canal Zone, persons residing on the Isthmus should make application to the secretary of the board of civil-service examiners, Balboa Heights, Canal Zone.

The railway mail clerk examination will not be included in the spring schedule of examinations. If it should be necessary to hold this examination in certain States, it will be specially announced.

For the following-named positions in the Departmental Service bona fide residents of the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only: Bookkeeper, clerk, elevator conductor, land law clerk, statistical clerk, stenographer, stenographer and typewriter, stenographic clerk, subclerical (messenger, skilled laborer, and watchman), and typewriter. For other positions in the Departmental Service the commission may or may not certify residents of the District of Columbia for permanent appointment, as conditions seem to justify.

**Sec. 1. List of spring examinations.**—The following-named examinations will be held in the spring of 1915 and may be taken at the places and on the dates shown in section 2, pages 11 to 24, inclusive. It will be noted that in the column at the left, opposite each title of examination in the list, the letter A, B, C, D, or E appears, and that in some cases two letters are used; also that the same letters appear in the list of places and dates of examinations in section 2. These letters are to guide the reader in determining the date on which a certain examination in the list will be held at a certain place. For instance, opposite "Agricultural inspector" is the letter E; reference to the list of places and dates in section 2 shows that "E" examinations will be held on April 14, at the places indicated. This system has been followed throughout the schedule.

- (E) Agricultural inspector, Philippine Service; men only; application form, 2.  
(See sec. 45.)
- (D) Aid, Bureau of Standards; men only; application form, 1312. (See sec. 46.)
- (D) Aid, Coast and Geodetic Survey; application form, 1312. (See sec. 47.)
- (E) Aid, Lighthouse Service; application form, 1312. (See sec. 48.)
- (E) Apprentice fish culturist, Bureau of Fisheries; application form, 1312.  
(See sec. 51.)



- (D) Apprentice plate cleaner, transferrer, and engraver, Bureau of Engraving and Printing; application form, 304. (See sec. 53.)
- (D) Assistant, Philippine Service; men only; application form, 2. (See sec. 56.)
- (D) Assistant examiner, Patent Office; application form, 1312. (See sec. 59.)
- (D) Assistant inspector of boilers; application form, 1087. (See sec. 191.)
- (D) Assistant inspector of hulls; application form, 1087. (See sec. 192.)
- (E) Assistant observer, Weather Bureau; men only; application form, 304. (See sec. 63.)
- (E) Bookkeeper, Departmental Service; men only; application form, 304. (See sec. 67.)
- (E) Cadet engineer, Lighthouse Service; application form, 1312. (See sec. 73.)
- (E) Cadet officer, Lighthouse Service; application form, 1312. (See sec. 74.)
- (E) Civil engineer and draftsman; application form, 1312. (See sec. 83.)
- (A) or (B) Clerk, Departmental Service; application form, 304. (See sec. 87.)
- (D) Clerk, statistical. (See Statistical clerk.)
- (A) or (C) Clerk, stenographic. (See Stenographic clerk.)
- (D) Computer, Coast and Geodetic Survey; men only; application form, 1312. (See sec. 94.)
- (E) Computer, Nautical Almanac Office and Naval Observatory; men only; application form, 1312. (See sec. 95.)
- (E) Draftsman, copyist ship, Navy Department; application form, 1312. (See sec. 108.)
- (D) Draftsman, copyist topographic, Departmental Service; application form, 1312. (See sec. 109.)
- (D) Draftsman, junior engineer, Engineer Department at large; application form, 1312. (See sec. 114.)
- (E) Draftsman, mechanical, Panama Canal Service; men only; application form, 1312. (See sec. 116.)
- (E) Draftsman, ship, Navy Department; application form, 1312. (See sec. 117.)
- (D) Draftsman, topographic, Departmental Service; application form, 1312. (See sec. 118.)
- (E) Draftsman, topographic, Panama Canal Service; men only; application form, 1312. (See sec. 119.)
- (A) or (B) Electrotyper, molder, Government Printing Office; application forms, 304 and 1747. (See sec. 125.)
- (A) or (B) Elevator conductor, Departmental Service; application form, 304. (See sec. 127.)
- (E) Engineer, Indian Service; application form, 304. (See sec. 128.)
- (E) Fish culturist, Bureau of Fisheries; application form, 1312. (See sec. 145.)
- (D) Forest assistant, Forest Service; application form, 1312. (See sec. 147.)
- (A) or (B) Guard, U. S. Penitentiary Service; application form, 304. (See sec. 154.)
- (D) Junior chemist, Departmental Service; application form, 1312. (See sec. 169.)
- (E) Junior engineer, mining, Bureau of Mines; application form, 1312. (See sec. 175.)
- (D) Laboratory apprentice, Bureau of Standards; men only; application form, 1312. (See sec. 178.)
- (E) Laboratory assistant, Bureau of Standards; men only; application form, 1312. (See sec. 179.)
- (D) Land law clerk; application form, 1312. (See sec. 180.)
- (E) Library cataloguer; application form, 1312. (See sec. 186.)
- (D) Local inspector of boilers; application form, 1087. (See sec. 191.)

- (D) Local inspector of hulls; application form, 1087. (See sec. 192.)
- (D) Matron, Indian Service; application form, 304. (See sec. 196.)
- (D) Pharmacist, Public Health Service; men only; application form, 1312. (See sec. 212.)
- (D) Physician, all services, except Panama Canal and Philippine; men only; application form, 1312. (See sec. 214.)
- (A) or (B) Press feeder, Government Printing Office; application forms, 304 and 1145. (See sec. 221.)
- (A) or (B) Pressman, Government Printing Office; application forms, 304 and 1746. (See sec. 222.)
- (E) Scientific assistant, Department of Agriculture; application form, 1312. (See sec. 235.)
- (D) Statistical clerk, Departmental Service; application form, 1312. (See sec. 241.)
- (A) or (C) Stenographer, Departmental Service; application form, 304. (See secs. 242 and 243.)
- (A) or (C) Stenographer and typewriter; application forms, 304 for the Departmental Service and 1312 for the Panama Canal Service. (See secs. 242, 247, and 249.)
- (A) or (C) Stenographic clerk, Departmental Service; application form, 304. (See sec. 251.)
- (A) or (B) Stereotyper, Government Printing Office; application forms, 304 and 1747. (See sec. 252.)
- (A) or (B) Subclerical (messenger, watchman, and skilled laborer), Departmental Service; men only; application form, 304. (See sec. 254.)
- (D) Superintendent of construction, Supervising Architect's Office; application form, 1312. (See sec. 257.)
- (D) Surveyor, Philippine Service; application form, 2. (See sec. 261.)
- (E) Teacher, Indian Service; application form, 1312. (See sec. 265.)
- (D) Telegraph operator; application forms, 304 and 1140. (See sec. 269.)
- (E) Trained nurse, Indian Service; application form, 1312. (See sec. 272.)
- (A) or (C) Typewriter, Departmental Service; application form, 304. (See secs. 242 and 274.)
- (D) Veterinarian, all services; application form, 1312, except for the Philippine Service; Form 2 for the Philippine Service. (See sec. 279.)
- (E) Wireman; application form, 304. (See sec. 282.)

**Sec. 2. Schedule of places and dates.**—The examinations listed in section 1 may be taken at the places and on the dates specified in this section.

**Alabama:**

- (A) Anniston, March 15.
- (A) Birmingham, April 22.
- (D) Birmingham, March 10.
- (E) Birmingham, April 14.
- (A) Dothan, March 15.
- (D) Dothan, March 10.
- (E) Dothan, April 14.
- (A) Florence, March 15.
- (A) Gadsden, March 15.
- (A) Huntsville, March 15.
- (D) Huntsville, March 10.
- (E) Huntsville, April 14.
- (A) Mobile, April 6.
- (D) Mobile, March 10.
- (E) Mobile, April 14.

**Alabama—Continued.**

- (A) Montgomery, April 19.
- (D) Montgomery, March 10.
- (E) Montgomery, April 14.
- (A) Opelika, March 15.
- (D) Opelika, March 10.
- (E) Opelika, April 14.
- (A) Selma, March 15.
- (A) Tuscaloosa, March 15.

**Alaska:**

- (A) Juneau, April 14.
- (D) Juneau, April 14.
- (E) Juneau, April 14.
- (A) Nome, April 14.
- (D) Nome, April 14.
- (E) Nome, April 14.

## Arizona:

- (D) Clifton, March 10.
- (E) Clifton, April 14.
- (D) Douglas, March 10.
- (E) Douglas, April 14.
- (A) Flagstaff, March 15.
- (D) Flagstaff, March 10.
- (E) Flagstaff, April 14.
- (D) Globe, March 10.
- (E) Globe, April 14.
- (A) Phoenix, March 20.
- (D) Phoenix, March 10.
- (E) Phoenix, April 14.
- (D) Prescott, March 10.
- (E) Prescott, April 14.
- (A) Tucson, March 23.
- (D) Tucson, March 10.
- (E) Tucson, April 14.
- (D) Yuma, March 10.
- (E) Yuma, April 14.

## Arkansas:

- (D) Fayetteville, March 10.
- (E) Fayetteville, April 14.
- (A) Fort Smith, March 26.
- (D) Fort Smith, March 10.
- (E) Fort Smith, April 14.
- (D) Helena, March 10.
- (E) Helena, April 14.
- (A) Jonesboro, March 15.
- (D) Jonesboro, March 10.
- (E) Jonesboro, April 14.
- (A) Little Rock, March 27.
- (D) Little Rock, March 10.
- (E) Little Rock, April 14.
- (A) Texarkana, March 15.
- (D) Texarkana, March 10.
- (E) Texarkana, April 14.

## California:

- (D) Eureka, March 10.
- (E) Eureka, April 14.
- (A) Fresno, March 15.
- (D) Fresno, March 10.
- (E) Fresno, April 14.
- (A) Los Angeles, March 17.
- (D) Los Angeles, March 10.
- (E) Los Angeles, April 14.
- (D) Marysville, March 10.
- (E) Marysville, April 14.
- (A) Red Bluff, March 15.
- (D) Red Bluff, March 10.
- (E) Red Bluff, April 14.
- (A) Sacramento, April 23.
- (D) Sacramento, March 10.
- (E) Sacramento, April 14.

## California—Continued.

- (A) San Bernardino, March 19.
- (D) San Bernardino, March 10.
- (E) San Bernardino, April 14.
- (A) San Diego, March 18.
- (D) San Diego, March 10.
- (E) San Diego, April 14.
- (B) San Francisco, April 5.
- (C) San Francisco, April 27.
- (D) San Francisco, March 10.
- (E) San Francisco, April 14.
- (A) San Jose, March 15.
- (D) San Jose, March 10.
- (E) San Jose, April 14.
- (A) San Luis Obispo, March 15.
- (D) San Luis Obispo, March 10.
- (E) San Luis Obispo, April 14.
- (A) Santa Barbara, March 15.

## Colorado:

- (A) Colorado Springs, April 6.
- (D) Colorado Springs, March 10.
- (E) Colorado Springs, April 14.
- (A) Denver, April 7.
- (D) Denver, March 10.
- (E) Denver, April 14.
- (A) Durango, March 15.
- (D) Durango, March 10.
- (E) Durango, April 14.
- (D) Fort Collins, March 10.
- (E) Fort Collins, April 14.
- (D) Fort Morgan, March 10.
- (E) Fort Morgan, April 14.
- (A) Grand Junction, April 14.
- (D) Grand Junction, March 10.
- (E) Grand Junction, April 14.
- (A) Greeley, April 9.
- (D) La Junta, March 10.
- (E) La Junta, April 14.
- (D) Leadville, March 10.
- (E) Leadville, April 14.
- (D) Monte Vista, March 10.
- (E) Monte Vista, April 14.
- (A) Montrose, March 15.
- (D) Montrose, March 10.
- (E) Montrose, April 14.
- (A) Pueblo, April 5.
- (D) Pueblo, March 10.
- (E) Pueblo, April 14.
- (D) Trinidad, March 10.
- (E) Trinidad, April 14.

## Connecticut:

- (A) Bridgeport, March 24.
- (A) Hartford, March 19.
- (D) Hartford, March 10.

**Connecticut—Continued.**

- (E) Hartford, April 14.
- (D) Middletown, March 10.
- (E) Middletown, April 14.
- (A) New Haven, March 23.
- (D) New Haven, March 10.
- (E) New Haven, April 14.
- (A) New London, March 15.
- (A) Waterbury, March 20.

**Delaware:**

- (A) Wilmington, March 13.
- (D) Wilmington, March 10.
- (E) Wilmington, April 14.

**District of Columbia (Washington):**

Subclerical (watchman, messenger, and skilled laborer), March 29.

Electrotypewriter, molders; elevator conductor; guard; press feeder; pressman; stereotypewriter, April 2.

Clerk, without stenography and typewriting tests, April 5.

Stenographer, stenographer and typewriter, and stenographic clerk, April 27.

Typewriter *only*, May 4.

- (D) All examinations marked "D" in section 1, March 10.
- (E) All examinations marked "E" in section 1, April 14.

**Florida:**

- (A) Apalachicola, March 15.
- (A) Gainesville, March 31.
- (D) Gainesville, March 10.
- (E) Gainesville, April 14.
- (A) Jacksonville, March 22.
- (D) Jacksonville, March 10.
- (E) Jacksonville, April 14.
- (A) Key West, March 26.
- (D) Key West, March 10.
- (E) Key West, April 14.
- (A) Miami, March 24.
- (D) Miami, March 10.
- (E) Miami, April 14.
- (A) Ocala, March 15.
- (A) Orlando, March 15.
- (A) Pensacola, April 5.
- (D) Pensacola, March 10.
- (E) Pensacola, April 14.
- (A) St. Augustine, March 15.
- (A) St. Petersburg, March 15.
- (A) Tallahassee, April 2.
- (A) Tampa, March 29.
- (D) Tampa, March 10.
- (E) Tampa, April 14.

**Georgia:**

- (A) Albany, March 15.
- (A) Athens, May 15.
- (D) Athens, March 10.
- (E) Athens, April 14.
- (A) Atlanta, May 17.
- (D) Atlanta, March 10.
- (E) Atlanta, April 14.
- (A) Augusta, May 12.
- (D) Augusta, March 10.
- (E) Augusta, April 14.
- (A) Brunswick, March 15.
- (A) Columbus, March 15.
- (A) Dublin, March 15.
- (A) Macon, May 13.
- (D) Macon, March 10.
- (E) Macon, April 14.
- (A) Rome, May 1.
- (A) Savannah, March 18.
- (D) Savannah, March 10.
- (E) Savannah, April 14.
- (A) Thomasville, March 15.
- (D) Thomasville, March 10.
- (E) Thomasville, April 14.
- (A) Valdosta, March 15.
- (A) Waycross, March 19.

**Hawaii:**

- (A) Honolulu, April 14.
- (D) Honolulu, March 10.
- (E) Honolulu, April 14.

**Idaho:**

- (A) Boise, April 9.
- (D) Boise, March 10.
- (E) Boise, April 14.
- (A) Coeur d'Alene, March 17.
- (D) Coeur d'Alene, March 10.
- (E) Coeur d'Alene, April 14.
- (D) Grangeville, March 10.
- (E) Grangeville, April 14.
- (A) Lewiston, March 15.
- (D) Moscow, March 10.
- (E) Moscow, April 14.
- (A) Pocatello, April 5.
- (D) Pocatello, March 10.
- (E) Pocatello, April 14.
- (D) Sandpoint, March 10.
- (E) Sandpoint, April 14.
- (D) St. Anthony, March 10.
- (E) St. Anthony, April 14.
- (A) Twin Falls, April 7.
- (D) Twin Falls, March 10.
- (E) Twin Falls, April 14.
- (A) Weiser, April 13.

## Idaho—Continued.

- (D) Weiser, March 10.
- (E) Weiser, April 14.

## Illinois:

- (A) Cairo, March 29.
- (D) Cairo, March 10.
- (E) Cairo, April 14.
- (D) Champaign, March 10.
- (E) Champaign, April 14.
- (B) Chicago, April 5.
- (C) Chicago, April 27.
- (D) Chicago, March 10.
- (E) Chicago, April 14.
- (A) East St. Louis, March 15.
- (D) East St. Louis, March 10.
- (E) East St. Louis, April 14.
- (D) Freeport, March 10.
- (E) Freeport, April 14.
- (A) Galesburg, April 15.
- (A) Kankakee, April 13.
- (A) Peoria, April 14.
- (D) Peoria, March 10.
- (E) Peoria, April 14.
- (A) Quincy, March 31.
- (D) Quincy, March 10.
- (E) Quincy, April 14.
- (A) Rockford, April 17.
- (A) Rock Island, April 16.
- (A) Springfield, April 1.
- (D) Springfield, March 10.
- (E) Springfield, April 14.

## Indiana:

- (A) Bloomington, April 13.
- (D) Bloomington, March 10.
- (E) Bloomington, April 14.
- (A) Evansville, March 18.
- (D) Evansville, March 10.
- (E) Evansville, April 14.
- (A) Fort Wayne, April 26.
- (D) Fort Wayne, March 10.
- (E) Fort Wayne, April 14.
- (A) Indianapolis, April 14.
- (D) Indianapolis, March 10.
- (E) Indianapolis, April 14.
- (A) Jeffersonville, March 20.
- (D) Jeffersonville, March 10.
- (E) Jeffersonville, April 14.
- (A) Lafayette, April 19.
- (D) Lafayette, March 10.
- (E) Lafayette, April 14.
- (A) Marion, April 15.
- (D) Marion, March 10.
- (E) Marion, April 14.
- (A) Richmond, April 17.)

## Indiana—Continued.

- (D) Richmond, March 10.
- (E) Richmond, April 14.
- (A) South Bend, April 22.
- (D) South Bend, March 10.
- (E) South Bend, April 14.
- (A) Terre Haute, April 12.
- (D) Terre Haute, March 10.
- (E) Terre Haute, April 14.
- (A) Valparaiso, April 21.
- (D) Valparaiso, March 10.
- (E) Valparaiso, April 14.

## Iowa:

- (A) Ames, May 5.
- (D) Ames, March 10.
- (E) Ames, April 14.
- (A) Burlington, May 11.
- (D) Burlington, March 10.
- (E) Burlington, April 14.
- (A) Cedar Rapids, May 12.
- (D) Cedar Rapids, March 10.
- (E) Cedar Rapids, April 14.
- (A) Council Bluffs, April 29.
- (D) Council Bluffs, March 10.
- (E) Council Bluffs, April 14.
- (B) Creston, March 15.
- (D) Creston, March 10.
- (E) Creston, April 14.
- (A) Davenport, May 12.
- (D) Davenport, March 10.
- (E) Davenport, April 14.
- (A) Denison, April 29.
- (D) Denison, March 10.
- (E) Denison, April 14.
- (A) Des Moines, May 8.
- (D) Des Moines, March 10.
- (E) Des Moines, April 14.
- (A) Dubuque, May 13.
- (D) Dubuque, March 10.
- (E) Dubuque, April 14.
- (A) Fort Dodge, May 3.
- (D) Fort Dodge, March 10.
- (E) Fort Dodge, April 14.
- (A) Iowa City, May 7.
- (D) Iowa City, March 10.
- (E) Iowa City, April 14.
- (A) Keokuk, May 11.
- (A) Marshalltown, May 6.
- (A) Mason City, May 4.
- (D) Mason City, March 10.
- (E) Mason City, April 14.
- (A) Ottumwa, May 10.
- (D) Ottumwa, March 10.
- (E) Ottumwa, April 14.

**Iowa—Continued.**

- (A) Shenandoah, April 27.
- (A) Sioux City, April 7.
- (D) Sioux City, March 10.
- (E) Sioux City, April 14.
- (B) Spencer, March 15.
- (D) Spencer, March 10.
- (E) Spencer, April 14.
- (A) Waterloo, May 13.
- (D) Waterloo, March 10.
- (E) Waterloo, April 14.

**Kansas:**

- (A) Concordia, March 15.
- (D) Concordia, March 10.
- (E) Concordia, April 14.
- (D) Dodge City, March 10.
- (E) Dodge City, April 14.
- (A) Emporia, March 15.
- (D) Emporia, March 10.
- (E) Emporia, April 14.
- (D) Fort Scott, March 10.
- (E) Fort Scott, April 14.
- (A) Hutchinson, March 22.
- (A) Kansas City, March 18.
- (D) Kansas City, March 10.
- (E) Kansas City, April 14.
- (A) Lawrence, March 15.
- (D) Lawrence, March 10.
- (E) Lawrence, April 14.
- (A) Leavenworth, March 15.
- (D) Leavenworth, March 10.
- (E) Leavenworth, April 14.
- (D) Manhattan, March 10.
- (E) Manhattan, April 14.
- (D) Pittsburg, March 10.
- (E) Pittsburg, April 14.
- (A) Salina, March 20.
- (D) Salina, March 10.
- (E) Salina, April 14.
- (A) Topeka, March 19.
- (D) Topeka, March 10.
- (E) Topeka, April 14.
- (A) Wichita, March 15.
- (D) Wichita, March 10.
- (E) Wichita, April 14.

**Kentucky:**

- (A) Ashland, March 23.
- (D) Ashland, March 10.
- (E) Ashland, April 14.
- (A) Bowling Green, March 15.
- (D) Bowling Green, March 10.
- (E) Bowling Green, April 14.
- (A) Covington, March 27.
- (D) Covington, March 10.

**Kentucky—Continued.**

- (E) Covington, April 14.
- (A) Lexington, March 24.
- (D) Lexington, March 10.
- (E) Lexington, April 14.
- (A) Louisville, March 19.
- (D) Louisville, March 10.
- (E) Louisville, April 14.
- (D) Middlesboro, March 10.
- (E) Middlesboro, April 14.
- (A) Owensboro, March 18.
- (D) Owensboro, March 10.
- (E) Owensboro, April 14.
- (A) Paducah, March 16.
- (D) Paducah, March 10.
- (E) Paducah, April 14.
- (A) Somerset, March 25.
- (D) Somerset, March 10.
- (E) Somerset, April 14.

**Louisiana:**

- (A) Alexandria, April 8.
- (D) Alexandria, March 10.
- (E) Alexandria, April 14.
- (A) Baton Rouge, April 10.
- (D) Baton Rouge, March 10.
- (E) Baton Rouge, April 14.
- (A) Lake Charles, March 15.
- (D) Lake Charles, March 10.
- (E) Lake Charles, April 14.
- (A) Monroe, March 15.
- (D) Monroe, March 10.
- (E) Monroe, April 14.
- (A) New Iberia, March 15.
- (B) New Orleans, April 5.
- (C) New Orleans, April 27.
- (D) New Orleans, March 10.
- (E) New Orleans, April 14.
- (A) Shreveport, April 6.
- (D) Shreveport, March 10.
- (E) Shreveport, April 14.

**Maine:**

- (A) Augusta, March 15.
- (A) Bangor, April 16.
- (D) Bangor, March 10.
- (E) Bangor, April 14.
- (A) Bath, March 15.
- (D) Bath, March 10.
- (E) Bath, April 14.
- (A) Calais, March 15.
- (D) Calais, March 10.
- (E) Calais, April 14.
- (A) Houlton, March 15.
- (D) Houlton, March 10.
- (E) Houlton, April 14.

**Maine—Continued.**

- (A) Lewiston, March 15.
- (D) Lewiston, March 10.
- (E) Lewiston, April 14.
- (A) Portland, April 12.
- (D) Portland, March 10.
- (E) Portland, April 14.
- (A) Waterville, April 14.

**Maryland:**

- (B) Baltimore, April 5.
- (C) Baltimore, April 27.
- (D) Baltimore, March 10.
- (E) Baltimore, April 14.
- (A) Cumberland, March 15.
- (D) Cumberland, March 10.
- (E) Cumberland, April 14.
- (A) Frederick, March 15.
- (A) Hagerstown, March 15.
- (A) Salisbury, March 15.
- (D) Salisbury, March 10.
- (E) Salisbury, April 14.

**Massachusetts:**

- (B) Boston, April 5.
- (C) Boston, April 27.
- (D) Boston, March 10.
- (E) Boston, April 14.
- (D) Brockton, March 10.
- (E) Brockton, April 14.
- (A) Fall River, March 15.
- (D) Fall River, March 10.
- (E) Fall River, April 14.
- (A) Fitchburg, April 6.
- (D) Fitchburg, March 10.
- (E) Fitchburg, April 14.
- (A) Lawrence, April 23.
- (D) Lawrence, March 10.
- (E) Lawrence, April 14.
- (A) Lowell, April 22.
- (D) Lowell, March 10.
- (E) Lowell, April 14.
- (A) New Bedford, March 15.
- (A) North Adams, March 15.
- (A) Pittsfield, March 26.
- (D) Pittsfield, March 10.
- (E) Pittsfield, April 14.
- (A) Salem, March 15.
- (D) Salem, March 10.
- (E) Salem, April 14.
- (A) Springfield, March 27.
- (D) Springfield, March 10.
- (E) Springfield, April 14.
- (A) Worcester, March 17.
- (D) Worcester, March 10.
- (E) Worcester, April 14.

**Michigan:**

- (D) Ann Arbor, March 10.
- (E) Ann Arbor, April 14.
- (A) Calumet, March 31.
- (A) Detroit, March 24.
- (D) Detroit, March 10.
- (E) Detroit, April 14.
- (A) Grand Rapids, March 19.
- (D) Grand Rapids, March 10.
- (E) Grand Rapids, April 14.
- (A) Jackson, March 23.
- (A) Kalamazoo, March 20.
- (D) Lansing, March 10.
- (E) Lansing, April 14.
- (A) Manistee, March 16.
- (D) Manistee, March 10.
- (E) Manistee, April 14.
- (A) Marquette, March 30.
- (D) Marquette, March 10.
- (E) Marquette, April 14.
- (A) Port Huron, March 26.
- (A) Saginaw, March 27.
- (D) Saginaw, March 10.
- (E) Saginaw, April 14.
- (A) Sault Ste. Marie, March 29.
- (D) Sault Ste. Marie, March 10.
- (E) Sault Ste. Marie, April 14.
- (A) Traverse City, March 15.
- (D) Traverse City, March 10.
- (E) Traverse City, April 14.

**Minnesota:**

- (A) Albert Lea, March 15.
- (A) Austin, March 15.
- (D) Austin, March 10.
- (E) Austin, April 14.
- (A) Bemidji, March 15.
- (D) Bemidji, March 10.
- (E) Bemidji, April 14.
- (A) Brainerd, March 15.
- (D) Brainerd, March 10.
- (E) Brainerd, April 14.
- (A) Crookston, March 18.
- (D) Crookston, March 10.
- (E) Crookston, April 14.
- (A) Duluth, March 15.
- (D) Duluth, March 10.
- (E) Duluth, April 14.
- (A) Fergus Falls, March 16.
- (D) Fergus Falls, March 10.
- (E) Fergus Falls, April 14.
- (B) International Falls, March 15.
- (D) International Falls, March 10.
- (E) International Falls, April 14.
- (A) Little Falls, March 15.

**Minnesota—Continued.**

- (A) Mankato, May 14.
- (D) Mankato, March 10.
- (E) Mankato, April 14.
- (A) Minneapolis, March 15.
- (D) Minneapolis, March 10.
- (E) Minneapolis, April 14.
- (A) Pipestone, April 3.
- (D) Pipestone, March 10.
- (E) Pipestone, April 14.
- (B) St. Cloud, March 15.
- (D) St. Cloud, March 10.
- (E) St. Cloud, April 14.
- (B) St. Paul, April 5.
- (C) St. Paul April 27.
- (D) St. Paul, March 10.
- (E) St. Paul, April 14.
- (B) Virginia, March 15.
- (D) Virginia, March 10.
- (E) Virginia, April 14.
- (B) Willmar, March 15.
- (D) Willmar, March 10.
- (E) Willmar, April 14.
- (A) Winona, May 14.
- (D) Winona, March 10.
- (E) Winona, April 14.

**Mississippi:**

- (A) Brookhaven, April 10.
- (A) Columbus, March 15.
- (A) Greenville, March 15.
- (D) Greenville, March 10.
- (E) Greenville, April 14.
- (A) Greenwood, March 15.
- (D) Grenada, March 10.
- (E) Grenada, April 14.
- (A) Gulfport, April 8.
- (A) Hattiesburg, April 9.
- (D) Hattiesburg, March 10.
- (E) Hattiesburg, April 14.
- (A) Holly Springs, March 15.
- (D) Holly Springs, March 10.
- (E) Holly Springs, April 14.
- (A) Jackson, April 15.
- (D) Jackson, March 10.
- (E) Jackson, April 14.
- (A) Laurel, March 15.
- (A) Meridian, April 16.
- (D) Meridian, March 10.
- (E) Meridian, April 14.
- (A) Natchez, April 12.
- (A) Tupelo, April 23.
- (A) Vicksburg, April 14.
- (D) Vicksburg, March 10.

**Mississippi—Continued.**

- (E) Vicksburg, April 14.
- (D) West Point, March 10.
- (E) West Point, April 14.

**Missouri:**

- (D) Cape Girardeau, March 10.
- (E) Cape Girardeau, April 14.
- (A) Carthage, March 16.
- (A) Columbia, March 15.
- (D) Columbia, March 10.
- (E) Columbia, April 14.
- (A) Jefferson City, March 15.
- (D) Jefferson City, March 10.
- (E) Jefferson City, April 14.
- (A) Joplin, March 15.
- (A) Kansas City, March 17.
- (D) Kansas City, March 10.
- (E) Kansas City, April 14.
- (D) Kirksville, March 10.
- (E) Kirksville, April 14.
- (D) Moberly, March 10.
- (E) Moberly, April 14.
- (A) Poplar Bluff, March 15.
- (D) Poplar Bluff, March 10.
- (E) Poplar Bluff, April 14.
- (A) St. Joseph, March 15.
- (D) St. Joseph, March 10.
- (E) St. Joseph, April 14.
- (B) St. Louis, April 5.
- (C) St. Louis, April 27.
- (D) St. Louis, March 10.
- (E) St. Louis, April 14.
- (A) Springfield, March 15.
- (D) Springfield, March 10.
- (E) Springfield, April 14.
- (D) Warrensburg, March 10.
- (E) Warrensburg, April 14.

**Montana:**

- (A) Billings, March 15.
- (D) Billings, March 10.
- (E) Billings, April 14.
- (A) Bozeman, March 15.
- (D) Bozeman, March 10.
- (E) Bozeman, April 14.
- (A) Butte, March 31.
- (D) Butte, March 10.
- (E) Butte, April 14.
- (A) Glasgow, March 15.
- (D) Glasgow, March 10.
- (E) Glasgow, April 14.
- (A) Glendive, March 15.
- (A) Great Falls, March 23.
- (D) Great Falls, March 10.



**Montana—Continued.**

- (E) Great Falls, April 14.
- (A) Havre, March 22.
- (A) Helena, March 25.
- (D) Helena, March 10.
- (E) Helena, April 14.
- (A) Kalispell, March 20.
- (D) Kalispell, March 10.
- (E) Kalispell, April 14.
- (A) Lewistown, March 15.
- (A) Miles City, March 15.
- (D) Miles City, March 10.
- (E) Miles City, April 14.
- (A) Missoula, March 27.
- (D) Missoula, March 10.
- (E) Missoula, April 14.

**Nebraska:**

- (A) Alliance, April 15.
- (D) Alliance, March 10.
- (E) Alliance, April 14.
- (A) Beatrice, April 20.
- (D) Beatrice, March 10.
- (E) Beatrice, April 14.
- (A) Broken Bow, April 17.
- (D) Broken Bow, March 10.
- (E) Broken Bow, April 14.
- (A) Chadron, April 9.
- (D) Chadron, March 10.
- (E) Chadron, April 14.
- (A) Columbus, April 24.
- (D) Columbus, March 10.
- (E) Columbus, April 14.
- (A) Fremont, April 23.
- (A) Grand Island, April 17.
- (D) Grand Island, March 10.
- (E) Grand Island, April 14.
- (A) Holdrege, April 19.
- (D) Holdrege, March 10.
- (E) Holdrege, April 14.
- (A) Lincoln, April 26.
- (D) Lincoln, March 10.
- (E) Lincoln, April 14.
- (B) McCook, March 15.
- (D) McCook, March 10.
- (E) McCook, April 14.
- (B) Nebraska City, March 15.
- (D) Nebraska City, March 10.
- (E) Nebraska City, April 14.
- (A) Norfolk, April 8.
- (D) Norfolk, March 10.
- (E) Norfolk, April 14.
- (A) North Platte, April 16.
- (D) North Platte, March 10.
- (E) North Platte, April 14.

**Nebraska—Continued.**

- (A) Omaha, April 28.
- (D) Omaha, March 10.
- (E) Omaha, April 14.
- (B) O'Neill, March 15.
- (D) O'Neill, March 10.
- (E) O'Neill, April 14.

**Nevada:**

- (A) Carson City, April 22.
- (D) Carson City, March 10.
- (E) Carson City, April 14.
- (A) Elko, March 15.
- (D) Elko, March 10.
- (E) Elko, April 14.
- (A) Ely, April 19.
- (D) Ely, March 10.
- (E) Ely, April 14.
- (D) Goldfield, March 10.
- (E) Goldfield, April 14.
- (A) Reno, April 21.
- (D) Reno, March 10.
- (E) Reno, April 14.

**New Hampshire:**

- (A) Berlin, March 15.
- (A) Concord, April 20.
- (D) Concord, March 10.
- (E) Concord, April 14.
- (D) Hanover, March 10.
- (E) Hanover, April 14.
- (D) Keene, March 10.
- (E) Keene, April 14.
- (A) Manchester, April 21.
- (D) Manchester, March 10.
- (E) Manchester, April 14.
- (A) Portsmouth, March 31.
- (D) Portsmouth, March 10.
- (E) Portsmouth, April 14.

**New Jersey:**

- (A) Atlantic City, March 16.
- (A) Camden, March 15.
- (A) Newark, March 29.
- (D) Newark, March 10.
- (E) Newark, April 14.
- (A) Trenton, March 20.
- (D) Trenton, March 10.
- (E) Trenton, April 14.

**New Mexico:**

- (A) Albuquerque, March 27.
- (D) Albuquerque, March 10.
- (E) Albuquerque, April 14.
- (D) East Las Vegas, March 10.
- (E) East Las Vegas, April 14.
- (A) Las Cruces, March 26.
- (D) Las Cruces, March 10.

## New Mexico—Continued.

- (E) Las Cruces, April 14.
- (D) Raton, March 10.
- (E) Raton, April 14.
- (A) Roswell, March 31.
- (D) Roswell, March 10.
- (E) Roswell, April 14.
- (A) Santa Fe, April 2.
- (D) Santa Fe, March 10.
- (E) Santa Fe, April 14.
- (A) Tucumcari, March 29.
- (D) Tucumcari, March 10.
- (E) Tucumcari, April 14.

## New York:

- (A) Binghamton, March 15.
- (D) Binghamton, March 10.
- (E) Binghamton, April 14.
- (A) Buffalo, March 20.
- (D) Buffalo, March 10.
- (E) Buffalo, April 14.
- (A) Elmira, March 16.
- (D) Elmira, March 10.
- (E) Elmira, April 14.
- (D) Ithaca, March 10.
- (E) Ithaca, April 14.
- (A) Jamestown, March 18.
- (D) Jamestown, March 10.
- (E) Jamestown, April 14.
- (A) Malone, April 2.
- (B) New York, April 5.
- (C) New York, stenographer, stenographer and typewriter, and stenographic clerk, April 27.
- New York, typewriter only, May 4.
- (D) New York, March 10.
- (E) New York, April 14.
- (A) Ogdensburg, April 1.
- (D) Ogdensburg, March 10.
- (E) Ogdensburg, April 14.
- (A) Olean, March 17.
- (A) Oneida, March 15.
- (A) Plattsburg, April 5.
- (D) Plattsburg, March 10.
- (E) Plattsburg, April 14.
- (A) Poughkeepsie, April 7.
- (D) Poughkeepsie, March 10.
- (E) Poughkeepsie, April 14.
- (A) Rochester, March 22.
- (D) Rochester, March 10.
- (E) Rochester, April 14.
- (A) Syracuse, March 23.
- (D) Syracuse, March 10.
- (E) Syracuse, April 14.
- (A) Troy, April 6.

## New York—Continued.

- (D) Troy, March 10.
- (E) Troy, April 14.
- (A) Utica, March 30.
- (D) Utica, March 10.
- (E) Utica, April 14.
- (A) Watertown, March 31.

## North Carolina:

- (A) Asheville, March 15.
- (D) Asheville, March 10.
- (E) Asheville, April 14.
- (A) Charlotte, March 15.
- (D) Charlotte, March 10.
- (E) Charlotte, April 14.
- (D) Durham, March 10.
- (E) Durham, April 14.
- (A) Elizabeth City, March 15.
- (A) Goldsboro, March 15.
- (D) Goldsboro, March 10.
- (E) Goldsboro, April 14.
- (A) Greensboro, March 15.
- (D) Greensboro, March 10.
- (E) Greensboro, April 14.
- (D) Hickory, March 10.
- (E) Hickory, April 14.
- (A) Lexington, March 13.
- (A) Newbern, March 15.
- (A) North Wilkesboro, March 11.
- (A) Raleigh, March 15.
- (D) Raleigh, March 10.
- (E) Raleigh, April 14.
- (A) Salisbury, March 15.
- (D) Salisbury, March 10.
- (E) Salisbury, April 14.
- (A) Washington, March 15.
- (D) Washington, March 10.
- (E) Washington, April 14.
- (A) Wilmington, March 15.
- (D) Wilmington, March 10.
- (E) Wilmington, April 14.
- (A) Winston-Salem, March 12.

## North Dakota:

- (A) Bismarck, March 27.
- (D) Bismarck, March 10.
- (E) Bismarck, April 14.
- (A) Devils Lake, March 19.
- (D) Devils Lake, March 10.
- (E) Devils Lake, April 14.
- (A) Dickinson, March 25.
- (D) Dickinson, March 10.
- (E) Dickinson, April 14.
- (A) Fargo, March 16.
- (D) Fargo, March 10.

## North Dakota—Continued.

- (E) Fargo, April 14.
- (A) Grand Forks, March 17.
- (D) Grand Forks, March 10.
- (E) Grand Forks, April 14.
- (A) Minot, March 20.
- (D) Minot, March 10.
- (E) Minot, April 14.
- (A) Valley City, March 23.
- (D) Valley City, March 10.
- (E) Valley City, April 14.
- (A) Williston, March 22.
- (D) Williston, March 10.
- (E) Williston, April 14.

## Ohio:

- (A) Akron, March 29.
- (D) Akron, March 10.
- (E) Akron, April 14.
- (A) Athens, April 9.
- (A) Canton, March 15.
- (A) Chillicothe, April 9.
- (D) Chillicothe, March 10.
- (E) Chillicothe, April 14.
- (B) Cincinnati, April 5.
- (C) Cincinnati, April 27.
- (D) Cincinnati, March 10.
- (E) Cincinnati, April 14.
- (A) Cleveland, April 1.
- (D) Cleveland, March 10.
- (E) Cleveland, April 14.
- (A) Columbus, April 5.
- (D) Columbus, March 10.
- (E) Columbus, April 14.
- (A) Dayton, April 30.
- (D) Dayton, March 10.
- (E) Dayton, April 14.
- (A) Ironton, March 23.
- (D) Ironton, March 10.
- (E) Ironton, April 14.
- (A) Lima, April 28.
- (D) Lima, March 10.
- (E) Lima, April 14.
- (A) Mansfield, April 3.
- (D) Mansfield, March 10.
- (E) Mansfield, April 14.
- (A) Marietta, April 8.
- (D) Marietta, March 10.
- (E) Marietta, April 14.
- (A) Portsmouth, March 22.
- (D) Portsmouth, March 10.
- (E) Portsmouth, April 14.
- (A) Sandusky, April 2.
- (D) Sandusky, March 10.
- (E) Sandusky, April 14.

## Ohio—Continued.

- (A) Steubenville, April 7.
- (D) Steubenville, March 10.
- (E) Steubenville, April 14.
- (A) Toledo, April 24.
- (D) Toledo, March 10.
- (E) Toledo, April 14.
- (A) Youngstown, March 30.
- (D) Youngstown, March 10.
- (E) Youngstown, April 14.
- (A) Zanesville, April 6.
- (D) Zanesville, March 10.
- (E) Zanesville, April 14.

## Oklahoma:

- (D) Altus, March 10.
- (E) Altus, April 14.
- (D) Ardmore, March 10.
- (E) Ardmore, April 14.
- (A) Enid, March 15.
- (D) Enid, March 10.
- (E) Enid, April 14.
- (A) Guthrie, March 15.
- (D) Guthrie, March 10.
- (E) Guthrie, April 14.
- (A) Lawton, March 24.
- (D) Lawton, March 10.
- (E) Lawton, April 14.
- (A) McAlester, March 15.
- (D) McAlester, March 10.
- (E) McAlester, April 14.
- (A) Muskogee, March 25.
- (D) Muskogee, March 10.
- (E) Muskogee, April 14.
- (A) Oklahoma, March 23.
- (D) Oklahoma, March 10.
- (E) Oklahoma, April 14.
- (D) Vinita, March 10.
- (E) Vinita, April 14.
- (D) Woodward, March 10.
- (E) Woodward, April 14.

## Oregon:

- (A) Astoria, March 15.
- (D) Astoria, March 10.
- (E) Astoria, April 14.
- (A) Baker City, April 14.
- (D) Baker City, March 10.
- (E) Baker City, April 14.
- (A) Bend, March 15.
- (D) Bend, March 10.
- (E) Bend, April 14.
- (A) Corvallis, March 15.
- (D) Corvallis, March 10.
- (E) Corvallis, April 14.
- (A) Eugene, March 15.

## Oregon—Continued.

- (D) Eugene, March 10.
- (E) Eugene, April 14.
- (A) Grants Pass, March 15.
- (D) Grants Pass, March 10.
- (E) Grants Pass, April 14.
- (A) Klamath Falls, March 15.
- (D) Klamath Falls, March 10.
- (E) Klamath Falls, April 14.
- (D) Marshfield, March 10.
- (E) Marshfield, April 14.
- (A) Pendleton, April 16.
- (D) Pendleton, March 10.
- (E) Pendleton, April 14.
- (A) Portland, April 22.
- (D) Portland, March 10.
- (E) Portland, April 14.
- (A) The Dalles, April 19.
- (D) The Dalles, March 10.
- (E) The Dalles, April 14.

## Pennsylvania:

- (A) Allentown, March 22.
- (A) Altoona, April 6.
- (D) Altoona, March 10.
- (E) Altoona, April 14.
- (A) Du Bois, April 22.
- (A) Erie, April 15.
- (A) Harrisburg, April 5.
- (D) Harrisburg, March 10.
- (E) Harrisburg, April 14.
- (A) Lancaster, April 2.
- (A) Oil City, April 17.
- (B) Philadelphia, April 5.
- (C) Philadelphia, April 27.
- (D) Philadelphia, March 10.
- (E) Philadelphia, April 14.
- (A) Pittsburgh, April 10.
- (D) Pittsburgh, March 10.
- (E) Pittsburgh, April 14.
- (A) Reading, March 30.
- (A) Scranton, March 25.
- (D) South Bethlehem, March 10.
- (E) South Bethlehem, April 14.
- (D) State College, March 10.
- (E) State College, April 14.
- (A) Sunbury, March 27.
- (A) Towanda, March 15.
- (A) Uniontown, April 8.
- (A) Warren, April 19.
- (D) Warren, March 10.
- (E) Warren, April 14.
- (A) Wilkes-Barre, March 23.
- (D) Wilkes-Barre, March 10.
- (E) Wilkes-Barre, April 14.

## Pennsylvania—Continued

- (A) Williamsport, April 26.
- (D) Williamsport, March 10.
- (E) Williamsport, April 14.

## Porto Rico:

- (A) Ponce, April 3.
- (A) San Juan, April 10.
- (D) San Juan, March 10.
- (E) San Juan, April 14.

## Rhode Island:

- (A) Newport, April 3.
- (A) Providence, March 16.
- (D) Providence, March 10.
- (E) Providence, April 14.

## South Carolina:

- (A) Anderson, March 15.
- (A) Charleston, March 17.
- (D) Charleston, March 10.
- (E) Charleston, April 14.
- (A) Chester, March 15.
- (D) Chester, March 10.
- (E) Chester, April 14.
- (A) Columbia, May 11.
- (D) Columbia, March 10.
- (E) Columbia, April 14.
- (A) Florence, March 15.
- (D) Florence, March 10.
- (E) Florence, April 14.
- (A) Georgetown, March 15.
- (A) Greenville, May 8.
- (D) Greenville, March 10.
- (E) Greenville, April 14.
- (A) Greenwood, March 15.
- (D) Greenwood, March 10.
- (E) Greenwood, April 14.
- (A) Newberry, March 15.
- (A) Orangeburg, March 15.
- (D) Orangeburg, March 10.
- (E) Orangeburg, April 14.
- (A) Spartanburg, March 15.
- (A) Sumter, March 15.
- (D) Sumter, March 10.
- (E) Sumter, April 14.

## South Dakota:

- (A) Aberdeen, March 30.
- (D) Aberdeen, March 10.
- (E) Aberdeen, April 14.
- (B) Brookings, March 15.
- (D) Brookings, March 10.
- (E) Brookings, April 14.
- (A) Deadwood, April 12.
- (D) Deadwood, March 10.
- (E) Deadwood, April 14.
- (A) Hot Springs, April 14.

## South Dakota—Continued.

- (A) Huron, March 31.
- (D) Huron, March 10.
- (E) Huron, April 14.
- (B) Lemmon, March 15.
- (D) Lemmon, March 10.
- (E) Lemmon, April 14.
- (A) Mitchell, April 5.
- (D) Mitchell, March 10.
- (E) Mitchell, April 14.
- (A) Pierre, March 31.
- (D) Pierre, March 10.
- (E) Pierre, April 14.
- (A) Rapid City, April 13.
- (D) Rapid City, March 10.
- (E) Rapid City, April 14.
- (A) Sioux Falls, April 5.
- (D) Sioux Falls, March 10.
- (E) Sioux Falls, April 14.
- (A) Watertown, April 1.
- (D) Watertown, March 10.
- (E) Watertown, April 14.

## Tennessee:

- (A) Bristol, May 5.
- (D) Bristol, March 10.
- (E) Bristol, April 14.
- (A) Chattanooga, April 30.
- (D) Chattanooga, March 10.
- (E) Chattanooga, April 14.
- (A) Clarksville, March 15.
- (A) Columbia, March 15.
- (A) Dyersburg, March 15.
- (A) Jackson, April 27.
- (D) Jackson, March 10.
- (E) Jackson, April 14.
- (A) Johnson City, March 15.
- (A) Knoxville, May 4.
- (D) Knoxville, March 10.
- (E) Knoxville, April 14.
- (A) Memphis, April 26.
- (D) Memphis, March 10.
- (E) Memphis, April 14.
- (A) Murfreesboro, March 15.
- (A) Nashville, April 29.
- (D) Nashville, March 10.
- (E) Nashville, April 14.
- (A) Union City, March 15.

## Texas:

- (A) Amarillo, March 30.
- (D) Amarillo, March 10.
- (E) Amarillo, April 14.
- (A) Austin, March 20.
- (D) Austin, March 10.

## Texas—Continued.

- (E) Austin, April 14.
- (A) Beaumont, March 15.
- (A) Brownsville, March 15.
- (D) Brownsville, March 10.
- (E) Brownsville, April 14.
- (A) Corpus Christi, March 15.
- (A) Corsicana, March 15.
- (A) Dallas, April 2.
- (D) Dallas, March 10.
- (E) Dallas, April 14.
- (A) Denison, March 15.
- (A) Eagle Pass, March 15.
- (A) El Paso, March 27.
- (D) El Paso, March 10.
- (E) El Paso, April 14.
- (A) Fort Worth, March 15.
- (A) Galveston, March 15.
- (A) Greenville, April 3.
- (A) Houston, March 18.
- (D) Houston, March 10.
- (E) Houston, April 14.
- (A) Laredo, March 24.
- (A) Lubbock, March 15.
- (D) Lubbock, March 10.
- (E) Lubbock, April 14.
- (A) Marshall, March 15.
- (A) Pecos, March 15.
- (D) Pecos, March 10.
- (E) Pecos, April 14.
- (A) San Angelo, March 15.
- (D) San Angelo, March 10.
- (E) San Angelo, April 14.
- (A) San Antonio, March 23.
- (D) San Antonio, March 10.
- (E) San Antonio, April 14.
- (A) Texarkana, March 15.
- (D) Texarkana, March 10.
- (E) Texarkana, April 14.
- (A) Tyler, April 5.
- (A) Waco, March 15.
- (D) Waco, March 10.
- (E) Waco, April 14.
- (A) Wichita Falls, March 31.
- (D) Wichita Falls, March 10.
- (E) Wichita Falls, April 14.

## Utah:

- (A) Logan, March 15.
- (D) Logan, March 10.
- (E) Logan, April 14.
- (A) Ogden, April 17.
- (A) Provo, April 15.
- (D) Provo, March 10.
- (E) Provo, April 14.

## Utah—Continued.

- (A) Salt Lake City, April 16.
- (D) Salt Lake City, March 10.
- (E) Salt Lake City, April 14.

## Vermont:

- (A) Bellows Falls, March 15.
- (A) Burlington, April 8.
- (D) Burlington, March 10.
- (E) Burlington, April 14.
- (A) Montpelier, April 9.
- (D) Montpelier, March 10.
- (E) Montpelier, April 14.
- (A) Rutland, March 15.
- (D) Rutland, March 10.
- (E) Rutland, April 14.
- (A) St. Johnsbury, March 15.
- (D) St. Johnsbury, March 10.
- (E) St. Johnsbury, April 14.

## Virginia:

- (A) Abingdon, March 15.
- (D) Abingdon, March 10.
- (E) Abingdon, April 14.
- (B) Alexandria, April 5.
- (C) Alexandria, April 27.
- (D) Alexandria, March 10.
- (E) Alexandria, April 14.
- (A) Charlottesville, March 15.
- (D) Charlottesville, March 10.
- (E) Charlottesville, April 14.
- (A) Clifton Forge, March 19.
- (D) Clifton Forge, March 10.
- (E) Clifton Forge, April 14.
- (A) Covington, March 20.
- (A) Harrisonburg, March 16.
- (A) Lexington, March 18.
- (A) Lynchburg, March 15.
- (D) Lynchburg, March 10.
- (E) Lynchburg, April 14.
- (A) Newport News, March 15.
- (A) Norfolk, March 15.
- (D) Norfolk, March 10.
- (E) Norfolk, April 14.
- (A) Richmond, March 15.
- (D) Richmond, March 10.
- (E) Richmond, April 14.
- (A) Roanoke, March 15.
- (D) Roanoke, March 10.
- (E) Roanoke, April 14.
- (A) Staunton, March 17.
- (D) Staunton, March 10.
- (E) Staunton, April 14.
- (D) Winchester, March 10.
- (E) Winchester, April 14.

## Washington:

- (D) Aberdeen, March 10.
- (E) Aberdeen, April 14.
- (A) Bellingham, March 15.
- (D) Bellingham, March 10.
- (E) Bellingham, April 14.
- (A) Blaine, March 15.
- (D) Centralia, March 10.
- (E) Centralia, April 14.
- (A) North Yakima, March 15.
- (D) North Yakima, March 10.
- (E) North Yakima, April 14.
- (D) Pasco, March 10.
- (E) Pasco, April 14.
- (D) Port Townsend, March 10.
- (E) Port Townsend, April 14.
- (D) Pullman, March 10.
- (E) Pullman, April 14.
- (D) Raymond, March 10.
- (E) Raymond, April 14.
- (B) Seattle, April 5.
- (C) Seattle, April 27.
- (D) Seattle, March 10.
- (E) Seattle, April 14.
- (A) Spokane, March 18.
- (D) Spokane, March 10.
- (E) Spokane, April 14.
- (A) Tacoma, March 15.
- (D) Tacoma, March 10.
- (E) Tacoma, April 14.
- (A) Vancouver, April 21.
- (D) Vancouver, March 10.
- (E) Vancouver, April 14.
- (A) Walla Walla, April 17.
- (D) Walla Walla, March 10.
- (E) Walla Walla, April 14.
- (A) Wenatchee, March 15.
- (D) Wenatchee, March 10.
- (E) Wenatchee, April 14.

## West Virginia:

- (A) Bluefield, March 15.
- (D) Bluefield, March 10.
- (E) Bluefield, April 14.
- (A) Charleston, March 15.
- (D) Charleston, March 10.
- (E) Charleston, April 14.
- (A) Clarksburg, March 15.
- (D) Elkins, March 10.
- (E) Elkins, April 14.
- (A) Fairmont, March 25.
- (D) Fairmont, March 10.
- (E) Fairmont, April 14.

## West Virginia—Continued.

- (A) Grafton, March 15.
- (A) Hinton, March 15.
- (D) Hinton, March 10.
- (E) Hinton, April 14.
- (A) Huntington, March 23.
- (D) Huntington, March 10.
- (E) Huntington, April 14.
- (A) Martinsburg, March 15.
- (D) Martinsburg, March 10.
- (E) Martinsburg, April 14.
- (A) Morgantown, March 26.
- (A) Parkersburg, March 15.
- (D) Parkersburg, March 10.
- (E) Parkersburg, April 14.
- (A) Weston, March 27.
- (A) Wheeling, March 24.
- (D) Wheeling, March 10.
- (E) Wheeling, April 14.

## Wisconsin:

- (D) Appleton, March 10.
- (E) Appleton, April 14.
- (D) Ashland, March 10.
- (E) Ashland, April 14.
- (A) Chippewa Falls, April 2.
- (D) Chippewa Falls, March 10.
- (E) Chippewa Falls, April 14.
- (A) Green Bay, April 7.
- (A) Janesville, April 10.
- (A) La Crosse, April 5.
- (D) La Crosse, March 10.
- (E) La Crosse, April 14.
- (A) Madison, April 9.
- (D) Madison, March 10.
- (E) Madison, April 14.

## Wisconsin—Continued.

- (D) Marinette, March 10.
- (E) Marinette, April 14.
- (A) Milwaukee, April 12.
- (D) Milwaukee, March 10.
- (E) Milwaukee, April 14.
- (A) Oshkosh, April 8.
- (A) Superior, April 1.
- (D) Superior, March 10.
- (E) Superior, April 14.
- (A) Wausau, April 6.
- (D) Wausau, March 10.
- (E) Wausau, April 14.

## Wyoming:

- (D) Casper, March 10.
- (E) Casper, April 14.
- (A) Cheyenne, March 15.
- (D) Cheyenne, March 10.
- (E) Cheyenne, April 14.
- (A) Cody, March 15.
- (D) Cody, March 10.
- (E) Cody, April 14.
- (A) Evanston, March 15.
- (D) Evanston, March 10.
- (E) Evanston, April 14.
- (D) Laramie, March 10.
- (E) Laramie, April 14.
- (A) Rawlins, March 15.
- (D) Rawlins, March 10.
- (E) Rawlins, April 14.
- (A) Rock Springs, March 15.
- (D) Rock Springs, March 10.
- (E) Rock Springs, April 14.
- (A) Sheridan, March 15.
- (D) Sheridan, March 10.
- (E) Sheridan, April 14.

## **INSTRUCTIONS RELATIVE TO APPLICATIONS AND CONDITIONS OF EMPLOYMENT.**

**Sec. 3. How to proceed to secure an examination.**—Persons who wish to take any of the examinations described in this Manual should write direct to the United States Civil Service Commission, Washington, D. C., for application blanks and for any desired information which is not contained in the Manual. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and the commission. Any available information may be secured by writing to the commission, and attempts of applicants to secure unusual consideration or special action through the aid of prominent or presumably influential persons are useless and are discountenanced by the commission, which, under the civil-service law and rules, must treat all applicants with absolute impartiality.

In writing for application blanks or for information always state the name of the examination you desire. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C. If the application is received by the commission in sufficient time to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him admitting him to the examination. The admission card will be sent as soon as practicable after the receipt of the application by the commission and in ample time to admit the applicant to the examination. Letters concerning the nonreceipt of an admission card should not be sent to the commission unless there is reason to believe that the card has miscarried in the mail.

The time of filing application sometimes determines the order of certification of eligibles, for the reason that when two eligibles have the same average the one whose application is filed in complete form first is certified before the other. Applications which have been returned to the applicants for correction should be completed and forwarded to the commission at once. (See sec. 286.)

The commission will close the receipt of applications for any examination when in its judgment a sufficient number have been received; applications should therefore be sent to the commission without delay.

A large number of communications are received by the commission in which the writers fail to give their full post-office addresses and in many cases do not sign the letters. Applicants should see that their names are plainly and correctly written and their post-office addresses, street and number, given in full. A number of applications fail to reach the commission on account of applicants not attaching sufficient postage to their letters. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the commission.

All examination papers are shipped direct from the commission to the place of examination. Applicants for examination west of the Mississippi are therefore urged to forward their applications so as to reach the commission not less than 10 days, and for examinations east of the Mississippi not less than six days, prior to the date of the examination, so that arrangements may be made to examine them. This does not apply to examinations applications for which are required to be filed with the district secretaries.

**Sec. 4. Physical condition of applicants.**—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; seriously defective sight which can not be corrected by glasses; loss of both arms or both legs; loss



or arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Applicants who have heart disease must submit certificates from two physicians showing that the defect is fully compensated.

Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render them unfit to perform the duties of the position for which the examination is held.

Where an eligible who has a physical defect not sufficient to bar him from examination is certified for appointment, and objection is made by the appointing officer because of such defect, the commission will give further consideration to the case and will sustain such objection if it is found that the defect is a disqualification for the position for which certification was made; moreover, three names are submitted to the appointing officer for each vacancy, and persons with serious physical defects are rarely selected.

The medical certificate on an application blank need not be executed unless it is required, as shown in connection with the description of the examination in this Manual, in the published notice of the examination, or at the head of the medical certificate itself.

The President on April 7, 1909, issued the following order in regard to the admission of deaf-mutes to civil-service examinations:

"Deaf-mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf-mutes as they are reached in their order."

Form 1786, containing a list of examinations to which deaf-mutes will be admitted, will be sent upon request.

**Sec. 5. Persons who shall not be examined.**—No person is eligible to an examination—

- (a) Who is not a citizen of or does not owe allegiance to the United States.
- (b) Who is on the date of examination below the minimum or over the maximum age limitation prescribed for the examination for which he applies.
- (c) Who is physically disqualified for the service which he seeks. (See sec. 4.)
- (d) Who is addicted to the habitual use of intoxicating beverages to excess, or to the use of opium, morphine, or other narcotic drugs.
- (e) Who has within approximately one year passed in an examination for the same position or for any position covered by the same examination for which it is desired to again apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed.
- (f) Who is enlisted in the United States Army or Navy, and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively.
- (g) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application from such a person would be accepted after that time would depend upon the circumstances of the case. The commission will decide each case upon its individual merits.
- (h) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.
- (i) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(j) Who has been dishonorably discharged from the Army or the Navy.

**Sec. 6. Each examination complete. Sample questions.**—Each examination is complete in itself and all subjects in an examination must be taken. No other sample questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, which will be furnished on request, contains sample questions of the railway mail clerk examination.

**Sec. 7. Examination of persons holding classified positions.**—A person holding a classified position will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment to the service until after three years from the date of appointment, with the following exceptions:

(a) The three-year limitation shall not apply to any person who has been appointed and who desires to be examined for the same position in another of the four branches of the service (Departmental, Field, Philippine, and Panama Canal).

(b) The three-year limitation shall not apply to any person who is to be dismissed from the service within the three years on account of necessary reduction of force, or whose services will cease with those of the officer by whom he was commissioned, and who has not been examined within approximately one year from the date of the examination to which such person seeks entrance.

(c) The three-year limitation shall not apply to any person who has been appointed from the typewriter examination and who desires to take the stenographer examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the typewriter register.

(d) The three-year limitation shall not apply to any person who has been appointed from the stenographer examination and who desires to take the typewriter examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the stenographer register.

(e) The three-year limitation shall not apply to any person who has been appointed to the position of substitute clerk in the Post-Office Service and who desires to enter an examination for the position of carrier upon the establishment of city delivery service or experimental delivery service at his office.

(f) The three-year limitation shall not apply to a clerk or a carrier in the Post-Office Service who desires to enter an examination for assistant postmaster.

It is not necessary for a person to resign a Government position in order to take an examination for a position of a kind different from that occupied and of a kind different from that which resulted in appointment to the service.

**Sec. 8. Examination of persons holding unclassified positions in the Canal Zone.**—Any citizen of the United States in the employ of the Federal Government or the Panama Railroad Company in the Canal Zone in an unclassified status will be permitted to take an examination for the apportioned Departmental Service in Washington, D. C., in his home State at such time as he may be in such State on vacation. If he passes the examination his name will be entered upon the appropriate register, together with those examined in the open competitive examination of the same kind nearest in point of time to the date of his examination. To avail himself of the privilege extended by this regulation, an employee affected thereby must duly file the necessary application with the United States Civil Service Commission, Washington, D. C., and in connection therewith establish domicile in the State claimed for at least one year immediately preceding, as required by the statute, but his employment by the Federal Government or the Panama Railroad Company in the Canal Zone will be held not to vitiate his claim to domicile in the State in which he was actually domiciled immediately preceding such employment in the Canal Zone.

**Sec. 9. Instruction of applicants for civil-service examinations by Government employees.**—The President on October 13, 1905, issued the following order:

"No officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service."

On December 23, 1910, the President issued a similar order in regard to the instruction of applicants for the examinations held by the Department of State for the Diplomatic and Consular Services.

**Sec. 10. Applications in ink and English language.**—All applications must be in ink and in the English language.

**Sec. 11. Age limitations.**—When age limitations are prescribed an applicant will be admitted to examination if on the date of the examination he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years, he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. These limitations, however, do not apply to applicants allowed preference in appointment under section 1754, Revised Statutes. (See sec. 297, this Manual.)

**Sec. 12. Age of appointees.**—The average age of appointees is 28 years. Appointing officers as a rule select the younger eligibles certified when they are found to possess the necessary qualifications.

**Sec. 13. What applications accepted.**—No applications will be accepted for any examinations except those mentioned in section 1, unless otherwise stated under "Descriptions of examinations" or in special announcements. An application filed for one semiannual series of examinations or for a special examination will not be good for any other examination, whether the applicant be examined or not.

**Sec. 14. Dates of applications.**—An application which is dated, or the certificates or vouchers of which are dated, more than six months prior to its receipt by the commission will not be accepted.

**Sec. 15. Recommendations.**—No recommendations other than those called for by the commission will be considered.

**Sec. 16. Citizenship.**—All applicants must make oath in their applications to their United States citizenship or allegiance. In the case of a foreign-born citizen, citizenship must be fully proved in one of the following ways:

(a) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(b) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(c) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(d) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens that the husband (the name to correspond to that shown in marriage certificate) is a

native citizens: Such affidavits should, if possible, show place and date of the husband's birth.

(c) If the applicant is the child of American citizens temporarily residing abroad at the time of applicant's birth, he must furnish affidavits of two disinterested citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (b) above.

(f) If the applicant has been honorably discharged from the Regular or Volunteer Army of the United States, and has resided at least one year in the United States, he may be admitted to citizenship upon filing petition with proper court, as provided by section 2166, Revised Statutes.

(g) If the applicant has been honorably discharged from the United States Navy after a service of five consecutive years, or from the United States Marine Corps after one enlistment, he may be admitted to citizenship upon filing petition with proper court, as provided by 28 Statutes at Large, page 124.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy should be procured from the court that issued them, or if the records of the court are destroyed a new certificate should be furnished.

Whenever a person has once furnished proof of citizenship with an application to the commission, it is not necessary to file such proof again, but in subsequent applications he should state the kind, date, and place of examination in connection with which proof of citizenship was submitted.

**Sec. 17. Residence.**—Every applicant must make oath in his application to the place of his actual bona fide residence, which must be shown continuously to the exact date of the application, and for the apportioned Departmental Service at Washington, D. C., his statement must be corroborated by the officer's certificate, as required on the application blank. In the case of persons already holding permanent places in the apportioned service in the executive departments at Washington the county officer's certificate is not required. Such persons should show on their applications, opposite the county officer's certificate, that they are so employed. The county officer's certificate is not required of applicants for positions in any branch of the service outside of Washington, D. C.

Each applicant for examination for a position in the apportioned Departmental Service at Washington, D. C., must attach a 10-cent revenue stamp to the county officer's certificate of his application.

An act of Congress provides that all examinations of applicants for positions in the Government service from any State or Territory shall be had in the State or Territory in which such applicants reside, and that no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination. In an opinion the Attorney General held that this proviso applied only to the apportioned Departmental Service in Washington, D. C. Persons in the apportioned Departmental Service, whose appointments are charged to the apportionment of the States in which they claim bona fide residence, may be examined at any place at which the examination desired by them is held, regardless of their residence. All other persons desiring appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the States of which they are residents.

Applicants for the Field, Panama Canal, and Philippine Services may be examined at any place at which the examination is held, regardless of their residence.

A woman separated from her husband may, for the purpose of filing an application for examination, claim residence other than that of her husband, but she must fur-

nish a sworn statement, on Form 1643, of the facts on which her claim to separate residence is based. The commission will decide in each case whether the evidence presented establishes the claim.

The residence of minors is the same as that of the parents or guardians.

**Sec. 18. Applicant for more than one examination.**—A person may at the same time be an applicant for as many different examinations mentioned in section 1 as desired upon filing the proper applications therefor, provided that only one kind of examination may be taken on a given date unless otherwise stated under "Descriptions of examinations." Where more than one examination held during the same series is desired, only one application, *duly executed*, will be required for one of the examinations, and a *copy* of the duly executed application may be filed for each of the other examinations desired requiring the same form of application. Such copy must include the jurat, vouchers, and other executed parts of the original application, must be in the handwriting of the applicant and be accompanied by a statement showing the kind, date, and place of the examination for which the original is filed. Copies can not be made after filing the original. Should it be desired to take examinations held during different semiannual series, or special examinations held on different dates, a separate application, duly executed and in complete form, will be required for each examination. Whenever an original application is required for an examination it must be complete in every particular.

A person may take as many different examinations held by the commission as he wishes, provided he meets the requirements in each case, and as a result of such examinations he may at the same time be eligible for appointment to several positions in different branches of the service.

**Sec. 19. To change place, date, or kind of examination.**—A person who has applied for an examination mentioned in section 1, and who desires to change the place and date given in his application to any other scheduled place and date (in the State of which he is a bona fide resident) mentioned in section 2, may have such change made upon written request. No arrangements can be made to give an examination on a date or at a place other than as scheduled.

A person who has filed an application for an examination mentioned in section 1, and who afterwards desires to change the application for another kind of examination mentioned in the same section and to which he is eligible, may have such change made upon written request, provided the application form required for the examination first requested is the same form required for the examination to which the change is desired to be made.

All requests for changes must be received by the commission in sufficient time to arrange for the examination desired.

No applicant for examination will be allowed to change the designation of the position for which he applies after the date of the examination.

**Sec. 20. Applications which are disapproved.**—All applications which show the applicants to be ineligible for the examinations which they seek will be disapproved and retained in the files of the commission. An applicant is ineligible for an examination unless he meets all the requirements of that examination, as shown in this Manual, in the published notice of examination, or in the application blank.

**Sec. 21. Applications part of commission's records.**—Applications and all examination papers of competitors form part of the official records of the commission, and can not be returned to the applicants or competitors. Exhibits consisting of photographs, drawings, specimens of work, publications, or other material of a similar nature required in connection with certain examinations will be returned to competitors who are ineligible, to eligibles upon the expiration of the term of eligibility, and to appointees, upon request. Eligibles should not request the return of such material until the expiration of the term of eligibility, or until appointment is received.

**Sec. 22. What applicants should bring to examination room.**—Applicants must provide themselves in all examinations with pens, penholders, pencil, erasers, and black ink, but no paper or blotters, except that applicants for draftsman examinations will be allowed to bring tracing paper when so specified in the description of examination in this Manual or in the special announcement of examination, and applicants for the stenographer examination who intend to record the dictation exercises by means of mechanical devices may bring paper required for use with such devices. Five-place logarithmic tables will be furnished in all examinations where logarithmic tables are required. Handbooks and books of reference are not permitted in examinations unless specifically so stated on the examination sheets. Applicants for the bookkeeper, draftsman, or other examinations requiring the use of implements, must furnish such implements for use in the examination room. Applicants for the typewriter or the stenographer and typewriter examination must provide typewriting machines and stands or tables. Typewriting machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

Competitors in stenographer and typewriter examinations at Washington, D. C., may make arrangements to have their typewriting machines and tables removed from the examination room between the hours of 1 and 4.30 on the day of the examination.

**Sec. 23. Caution against haste and carelessness.**—Many applicants fail to properly execute their applications, or fail in the examinations, not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. Great care should be exercised in completing the application to see that every requirement has been fully complied with. In the examinations, while competitors must complete their work within a prescribed time, it is ample for the careful consideration of every question given. Applicants should be careful to see whether any questions are printed on the back of the examination sheet.

**Sec. 24. False statement in application.**—Under section 28 of the Criminal Code of the United States, any false statement in an application, alteration of a voucher or certificate, or the presentation to the commission of any such paper, is a violation of the law. A number of persons guilty under the statute mentioned have been convicted. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statute.

**Sec. 25. Reexamination.**—A person who passes in an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, whether or not the competitor has been three times certified. This does not apply to a person who has been examined for one of the four general branches of the service (Field, Panama Canal, Philippine, and Departmental) and who desires examination for another of those branches. (See sec. 18.) A person who has been notified of failure to pass in an examination may, upon filing a new application in due time, enter the next examination when held. Reexamination for other reasons will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice.

When an eligible is again examined for the same register, an eligible average percentage attained in the reexamination will cancel the former eligibility. If an eligible average percentage is not attained in the reexamination the former eligibility will not be affected. Reexamination will not be allowed during the same series of examinations as that of the original examination.

A person who is not eligible as both stenographer and typewriter, but whose name is on either register for the Departmental or Field Service, may be again examined in the subjects of the other examination upon filing a new application, on any of the dates or at any of the places in the schedule, subject to the limitations as to residence and domicile indicated in section 17 if the examination is for the Departmental Service. (See secs. 7 and 245.)

Occasionally examinations are held especially to fill temporary vacancies in stenographer and typewriter positions in the Departmental Service at Washington, D. C. A person examined for a permanent stenographer and typewriter position can not be examined within approximately one year for temporary appointment unless he has been notified of his failure in the examination for permanent appointment, because, if he so requests, he may become eligible for either permanent or temporary appointment as a result of the examination for permanent appointment. A person examined for a temporary stenographer and typewriter position may be examined for permanent appointment at any examination held. A second examination for temporary appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for temporary appointment, and a second examination for permanent appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for permanent appointment.

In case of reexamination, all subjects of the examination must be taken.

**Sec. 26. Transfer.**—The initiative in a transfer rests with the head of the department to which transfer is sought, and the authority of the commission is limited to determining the eligibility of the person for transfer upon the receipt of a requisition from the head of the department. The commission does not keep any register of persons eligible for transfer, and can not undertake to express an opinion in regard to the eligibility of any person for transfer, or to state whether an examination will be required, until it is in possession of all the facts in the case, presented by the head of the department. A person already in the service may take an open competitive examination for original appointment to any other position than the one he is occupying, and of a kind different from that which resulted in his appointment to the service, on the same basis as one outside of the service.

The legislative, executive, and judicial appropriation act, approved June 22, 1906, provides that it shall not be lawful thereafter for any clerk or other employee in the classified service in any of the executive departments to be transferred from one department to another department until such clerk or other employee shall have served for a term of three years in the department from which he desires to be transferred.

**Sec. 27. Reinstatement.**—Reinstatement is not a right given to the applicant, but is merely one of the ways by which an appointing officer may fill a vacancy.

The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for the certificate; but this limitation does not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an army nurse of either war.

The initiative in reinstatement rests with the head of the department in which the person formerly served, and the authority of the commission is limited to determining the eligibility of the person for reinstatement upon receipt of requisition for the reinstatement from the head of the department. Therefore no register of persons eligible for reinstatement is kept. A person seeking reinstatement should address

his request through proper channels to the head of the department from which he was separated. The commission can not undertake to express an opinion in regard to the eligibility of any person for reinstatement, or to state whether an examination will be necessary, until it is in possession of all the facts in the case, presented through the head of the department.

**Sec. 23. Removal and reduction.**—Civil Service Rule XII is as follows:

1. Section 6 of the act of August 24, 1912 (37 Stat., 555), provides "That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notices of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: \* \* \* ."

2. In making removals or reductions, and in other punishment, like penalties shall be imposed for like offenses, and no discrimination shall be exercised for political or religious reasons.

3. Pending action under section 1 of this rule, or for disciplinary reasons, a person may be suspended for a period not to exceed ninety days, but the reasons for such suspension shall at the time of the suspension be filed in the records of the proper department or office and copies shall be furnished the commission upon request. The period of suspension may be extended beyond ninety days with the prior consent of the commission.

4. The commission shall have no jurisdiction to review the findings of a removing officer upon the reasons and answer provided for in section 1 of this rule, nor shall the commission have authority to investigate any removal or reduction, unless it is alleged, with offer of proof, that the procedure required by section 1 of this rule has not been followed or that the removal was made for political or religious reasons.

**Sec. 29. Political assessments and political activity.**—Provisions of the Criminal Code prohibit the solicitation or receipt of political contributions by one officer or employee from another officer or employee, the payment of political contributions by one officer or employee to another, the solicitation or receipt of political contributions in Federal buildings, and discrimination on account of political contributions. Provisions of the civil-service rules forbid activity in political management or political campaigns by competitive employees, political discrimination, and political coercion. Form 1236, "Information concerning political assessments and partisan activity of Federal officeholders and employees," may be obtained from the commission upon request.

**Sec. 30. Working hours, leave of absence, sick leave.**—The law requires of all clerks and other employees of whatever grade or class in the executive departments at Washington, D. C., not less than seven hours of labor each day except Sundays and days declared public holidays by law or Executive order. These hours, now fixed at from 9 a. m. to 4.30 p. m. (including one-half hour for lunch at midday), may be extended by the head of an office if in his judgment the public business demands such action. Overtime is without extra compensation. Thirty days' annual leave, and in meritorious cases thirty days' sick leave, with pay, are allowed in the discretion of the head of a department. Inquiries relative to the duties of various posi-



tions, salaries, etc., should be made of the head of the department or office in which employment is desired, unless such information is contained in the printed matter furnished by the commission.

**Sec. 31. Two or more members of family in public service.**—The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the service.

A person shown by his application to have not more than one member of his family employed in the service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the commission when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

**Sec. 32. Entrance salaries and conditions of employment at Indian schools.**—The employees at Indian schools appointed from the eligible registers of the commission usually comprise the following: Physician, teacher, manual-training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, farmer, shoemaker, carpenter or general mechanic, tailor, engineer, and such other special employees as may be designated.

The object of the schools is to prepare the Indian youth for the duties, privileges, and responsibilities of American citizenship by training them in the industrial arts and developing their moral and intellectual faculties. The conditions of life at these schools differ from ordinary school or home life in that most of the schools are located at points remote from large cities, although usually within reasonable distance from the smaller towns. For this reason employees must look to themselves and to their co-workers for the means of recreation, but the Indian Office cooperates with employees in every way possible to provide means for social pleasure. Employees are desired who are interested in their work and who are willing to devote their whole time to the duties of their positions, and when emergencies arise to cheerfully render such services as may be required in addition to the duties usually attached to their positions. The duties include instruction in the particular line of work upon which the employee is engaged.

The usual entrance salaries are as follows: Physician, \$900 to \$1,100 a year; teacher (boarding school), \$540 to \$600 a year; manual-training teacher, \$600 a year; matron or seamstress, \$480 to \$600 a year; field matron, \$600 to \$840 a year; nurse, \$720 a year and laundry of uniform; farmer or industrial teacher, \$720 to \$1,000 a year, and promotion to \$1,500 will be possible where the appointee possesses the peculiar kind of ability which the Indian Service is seeking; cook or baker, \$500 a year; laundress, \$500 a year; shoemaker, \$600 a year; carpenter or general mechanic, \$720 to \$900 a year; tailor, \$600 to \$720 a year; engineer, \$600 to \$900 a year. The higher-salaried positions are usually filled by promotion.

Day-school teachers are usually paid \$72 a month for ten months in the year, although at a few of the schools the entrance salary is \$60 a month for ten months in the year. At the day schools a housekeeper is also appointed at \$30 a month for ten months in the year, who may be the wife of the teacher.

There is excellent opportunity for appointment to the positions of cook, laundress, teacher, nurse (female), and steam engineer, as the supply of eligibles for these positions is not usually equal to the demand. The opportunity for appointment of farmers having a knowledge of irrigation is especially good.

Each applicant is required to furnish with his application a medical certificate showing him to be in good health and free from tuberculosis in any and every form.

No person will be appointed in the Indian Service who is unable to speak the English language.

Quarters are usually provided for the employees and are assigned by the superintendent of the school, but at some of the schools the accommodations are limited and two or more persons must occupy one room, so that employees with families may be required to content themselves with space accordingly. Some of the day schools are not located at the headquarters of the agency, and in these quarters may be provided for the teacher.

At each boarding school there is a common "mess" for all employees, the cost of which to each employee ranges, at the different schools, from \$10 to \$15 a month. It will thus be seen that while the entrance salaries for positions in the Indian School Service are somewhat less than salaries paid for like positions elsewhere, the cost of living is considerably less, so that the actual compensation is greater than that indicated by the entrance salaries attached to the positions.

Leave of absence with pay may be granted in the discretion of the Commissioner of Indian Affairs, not to exceed 30 days in any calendar year, and is usually granted during the school vacation.

The minimum age limitation for dairyman, farmer, gardener, physician, and industrial teacher (male) is 21 years; for housekeeper, matron, and seamstress, 24 years; for field matron and industrial teacher (female), 25 years; for bookkeeper, clerk, stenographer and typewriter, 18 years; for all other positions, 20 years. The maximum age limitation, unless otherwise stated under description of examination, is 50 years.

Appointees will be required to pay their own traveling expenses to the places where they are to be employed, and the salary begins on the day an employee enters upon duty at the school. The department can not advance money to pay the expenses of an appointee to his place of employment.

The duties of employees in the Indian School Service are of such a character as to require perfect physical health. No applicant who is encumbered with the care of infants or invalids, or is in any way hampered in giving to the Government his full time and best service, should enter the Indian Service.

The Indian Office prefers not to appoint persons who have children or other dependents who would have to live with them at the agency or school, although at some schools there are sufficient quarters to accommodate children of employees, and such applicants for appointment who will find it necessary to have families with them at the school will be assigned to these places, provided it appears that the children will not hinder the employee in the performance of his duties. Each applicant must attach to his application a statement showing the number in his family and the number that will require accommodations at the Indian school or agency in case the applicant receives appointment. Vacancies in mechanical trades positions will be filled from the registers established for the Departmental Service. For information relating to clerical positions application should be made to the district secretary of the civil-service district in which employment is desired. (See sec. 35.)

**Sec. 33. Information concerning conditions of employment in the competitive classified service at the Panama Canal.**—Persons examined for positions in the Panama Canal Service will not be eligible for appointment, as a result of such examination, to positions in the United States or in the Philippine Service. New appointees are furnished free steamship transportation and usually sail from New York City, but under certain conditions may sail from New Orleans or San Francisco. They must

pay their own railroad fare to the port of sailing. A reasonable charge probably will be made in the near future for bachelor quarters, as well as for family quarters. New appointees are not permitted to take their families with them at once to the Canal Zone on account of the scarcity of family quarters. Meals can be obtained at the Government hotels at 30 cents each.

**POSITIONS IN THE CANAL ZONE.**—The following-named positions in the Panama Canal Service must be filled through competitive civil-service examination: Clerk (all kinds, including timekeeper and bookkeeper), stenographer, typewriter, surgeon, physician, trained nurse, and draftsman. All inquiries concerning examinations for these positions should be addressed to the "U. S. Civil Service Commission, Washington, D. C." Inquiries respecting positions other than the above named in the Panama Canal Service should be addressed to the "Chief of Office, Panama Canal, Washington, D. C." Persons residing in the Canal Zone may obtain information concerning civil-service positions by addressing the "Secretary, Board of Civil-Service Examiners, Balboa Heights, Canal Zone."

**SALARIES.**—The usual entrance salary for stenographers and typewriters in the Canal Zone is \$125 a month; for clerks, \$100 a month; for physicians, \$150 a month; for female nurses, \$60 a month with board, quarters and laundry; for male nurses, \$90 a month; and for draftsmen, \$125 a month and upward, according to experience and capacity. The higher grade positions are usually filled through promotion.

**AGE LIMITS.**—The age limits for all positions in the Panama Canal Service subject to civil-service examination are 20 and 45 years, except trained nurse, the limits for which are 20 and 40 years, and physician, the limits for which are 22 and 30 years.

**MEDICAL EXAMINATION AND MEDICAL ATTENDANCE.**—The medical certificate is required in applications for this service. Free medical and hospital attendance in cases of illness or injury are provided within limitations prescribed by executive order. In view of this fact, all appointees to this service are required to be physically sound and in good health. After appointment has been issued and before being permitted to sail for the Canal Zone, appointees must undergo a final rigid physical examination by an official medical examiner in the employ of the Panama Canal, who will be designated in the appointment papers. There will be no charge for this examination, but the appointee must pay his fare to the place of examination. The official medical examiners of the Panama Canal are located at the ports of departure and in a number of the large cities throughout the United States. Such diseases as rupture in any form; weak lungs or heart; venereal disease of any kind; aggravated varicocele, varicose veins, or piles; epilepsy; chronic alcoholism; deformed limbs; loss of fingers; defective eyesight or hearing (especially in cases of pilots and railroad men), and other serious bodily defects, will be grounds for rejection. Persons wearing a truss to protect a rupture will be rejected. Persons who have slight defects in eyesight corrected by glasses should wear their glasses when presenting themselves for physical examination.

**LEAVE OF ABSENCE.**—Within limitations prescribed by executive order, 24 days' annual leave with full pay will be allowed each employee for each year after entry into service, which annual leave is not cumulative; also 30 days' cumulative leave with full pay will be allowed each employee paid on a monthly or annual basis, which may be accumulated for a period not exceeding 3 years; also 7 days' travel leave with full pay when on cumulative leave, for the purpose of traveling to points outside the Tropics, approximately once a year. Not more than 90 days' leave with pay may be granted at one time.

**TRANSPORTATION.**—Employees on leave of absence desiring to visit the United States will be granted the Government rate of transportation on steamers of the Panama Railroad Steamship Line, plying between the Canal Zone and New York, which at present is \$30 for each adult. This rate also applies to members of the immediate families of employees when they proceed to the Canal Zone after arrangements for

family quarters have been made, or when they return from the Canal Zone. Proportionate rates are made for children. Special transportation rates are also arranged via New Orleans and San Francisco.

**ASSIGNMENT OF DUTIES.**—Appointees are expected to perform such duties as may be determined by the head of the department to which assigned upon arrival at the Canal Zone, and services must be satisfactory to the head of such department. Persons offered appointment will be expected to sail on short notice.

**GENERAL INFORMATION.**—The Washington office of the Panama Canal issues a manual of information concerning employments for the Panama Canal Service (Form 151), containing full details on this subject. This manual will be sent upon request by addressing the "Chief of Office, Panama Canal, Washington, D. C."

**Sec. 34. Information relative to employment in the Philippine civil service.**

**AGE LIMITS.**—The age limits for the civil service of the Philippine Islands are 20 and 40 years, unless otherwise expressly stated under description of examination.

**MEDICAL EXAMINATION REQUIRED.**—The medical certificate in Form 2 must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. The medical officer should indicate his rank or official designation on such certificate. When it is impracticable by reason of the applicant's distance from a Government physician or a pension-examining surgeon to have the certificate executed by such a physician, it may be executed by any reputable physician. Such a person may be required to undergo another physical examination in case of appointment. *This certificate must not be executed by the family physician of the applicant.*

**TRANSFERS.**—Under the Federal civil-service rules, employees who have regularly served for three years in the Philippine civil service are eligible for transfer to similar positions in the Federal service. A person separated after three years' service without delinquency or misconduct may be reinstated for purpose of transfer, if no objection is raised by the Philippine authorities, at any time during his eligibility for reinstatement.

**CLOTHING.**—Americans usually dress in white drill suits. Those who go to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in that climate. Serviceable white cotton drill suits are made to order in Manila for about \$3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

**MEDICAL ATTENDANCE.**—At present medical attendance is furnished to employees in Manila without cost. A civil hospital has been established in Manila, to the first-class wards of which civil-service employees are admitted at a charge of \$1.50 a day, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay \$3 a day for room without bath and \$5 for room with bath.

**LEAVE OF ABSENCE.**—1. Regularly and permanently appointed officers and employees (excepting teachers), after at least two years' continuous, faithful, and satisfactory service, are granted—subject to the necessities of the public service—accrued leave of absence with full pay, inclusive of Sundays and legal holidays, for each year of service in accordance with the following schedule: Annual salary \$600 to \$900 with board and quarters, or annual salary of from \$900 to \$1,800, 30 days; annual salary \$1,800 or more, 35 days. Leave accrues while on duly authorized leave. 2. Persons in the teaching service shall not be granted leave in accordance with the foregoing schedule, but in lieu may be granted leave on full pay during vacation periods. 3. An employee who has served three years or more may be

granted permission to visit the United States, entitling him to half pay for 60 days in addition to the period of leave granted.

In addition to the leave mentioned, an employee, other than a teacher, who has served six months or longer and receives a salary less than \$1,000, may be granted 21 days' vacation leave, and an employee receiving \$1,000 or more, or a trained nurse, may be granted 28 days' vacation leave, such leave being in lieu of "sick leave." Absence of teachers, due to sickness, may be offset by their remaining on duty for an equal period during vacations.

**CONTRACT AND TRANSPORTATION.**—A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, 10 per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

There is no provision for the allowance of return transportation.

He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the islands: *Provided*, That he proceed directly to the islands; otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Governor General or proper head of a department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

**MISCELLANEOUS INFORMATION.**—Whenever practicable, stenographic and other clerical positions are filled by the appointment of qualified Filipinos. No examinations are held and no appointments are made in the United States to fill ordinary clerical positions in the post office, customhouse, and internal-revenue services and in trades positions in the Philippines. Thus far no difficulty has been experienced in filling such positions through the appointment of Filipinos and of Americans residing in the Philippine Islands. It is useless for persons in the United States to seek appointment to positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with special qualifications such as those of a stenographer and typewriter, agricultural inspector, forester, etc.

Examinations for trades positions in the Bureau of Printing of the Government of the Philippine Islands are held only as the needs of the service require. This service requires men of all-round proficiency. They are designated "craftsmen instructors," and must possess ability to instruct Filipinos in all the specialties of the various trades, and besides must have executive ability. Only exceptionally well qualified men will be considered.

Applications for information concerning examinations for the Philippine Service should be addressed to the Civil Service Commission, Washington, D. C.

After a person has passed an examination for the Philippine Service, all correspondence relating to the question of his appointment to that service should be addressed to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C. All such persons should keep that bureau advised as to any changes occurring in their post-office and telegraphic addresses.

**Sec. 35. Civil-service districts.**—The commission has established twelve civil-service districts for convenience in holding examinations and making certifications for filling vacancies occurring in certain field positions, which comprise—

(a) Positions in classified post offices (except that of rural carrier, see sec. 233), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, Navy-Yard Service, and Custodian Service.

(b) The following positions in all field branches except the Quartermaster Corps (including the Forest, Immigration, Indian, Lighthouse, Public Health, and Steamboat-Inspection Services; the Engineer and Ordnance Departments at large; the Weather Bureau, and the Bureaus of Animal Industry, Mines, and Standards, etc.):

Bookkeeper.

Clerical.

Minor clerical.

Subclerical.

Stenographer.

Typewriter.

Stenographer and typewriter.

Telephone operator.

Elevator conductor.

Messenger boy.

Mechanical trades and similar noneducational positions (except Indian Service and other services for which regulations provide otherwise).

Unskilled laborer (where labor regulations are in force).

(c) The following positions in certain field branches of the service:

Field clerk and mechanical draftsman, Reclamation Service.

Forest clerk and computing clerk, Forest Service.

Laboratory helper and junior aid, Forest Products Laboratory, Madison, Wis.

Junior laboratory helper, Bureau of Standards.

Matron, matron-interpreter, messenger-interpreter, and guard, Immigration Service.

Wireman and mechanical draftsman, Bureau of Mines.

Packer, Indian warehouses.

Law clerk-stenographer-typewriter, Department of Justice.

Book sewer, U. S. Military Academy.

Mechanician, Medical Supply Depots.

Mechanical draftsman, apprentice draftsman, and apprentice, Ordnance Department at large.

In the Quartermaster Corps: Messenger, stenographer, watchman, and the following noneducational positions: Positions in the harbor-boat service, engineer, forester, gardener, janitor, packer (at depots), rodman, warehouseman, and wheelwright.

Additional positions may be included in the district system when such action is deemed practicable and desirable.

Each district is in charge of a district secretary, who announces and holds examinations and establishes eligible registers for the positions enumerated above.

Information in regard to examinations for any of the services or positions mentioned in this section may be secured by addressing the secretary of the board of examiners at the headquarters of the civil-service district in which employment is desired. The location of each headquarters is shown below.

The districts are as follows:

*First district.*—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

*Second district.*—Headquarters, New York, N. Y.: New York, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union in the State of New Jersey.

*Third district.*—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren in the State of New Jersey.

*Fourth district.*—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

*Fifth district.*—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

*Sixth district.*—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

*Seventh district.*—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, Dekalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford in the State of Illinois.

*Eighth district.*—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

*Ninth district.*—Headquarters, St. Louis, Mo.: Kansas, Missouri, Oklahoma, Arkansas, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

*Tenth district.*—Headquarters, New Orleans, La.: Louisiana and Texas.

*Eleventh district.*—Headquarters, Seattle, Wash.: Wyoming, Montana, Oregon, Idaho, Washington, and Alaska.

*Twelfth district.*—Headquarters, San Francisco, Cal.: California, Nevada, Colorado, New Mexico, Arizona, and Utah.

The Commission is represented in Alaska by the Secretary, Board of Civil-Service Examiners, Customhouse, Juneau; in Hawaii, by the Secretary, Board of Civil-Service Examiners, Customhouse, Honolulu; in Porto Rico, by the Chairman, Porto Rican Civil Service Commission, San Juan; in the Canal Zone, by the Secretary, Board of Civil-Service Examiners, Balboa Heights; in the Philippine Islands, by the Director of Civil Service, Manila.

## DESCRIPTIONS OF EXAMINATIONS.

**NOTE.**—Specimen questions of examinations are not given in this Manual except in connection with the grade subjects and the bookkeeper, stenographer, and typewriter examinations. In lieu of specimen questions heretofore printed of other examinations, especially technical ones, brief but definite descriptions are given, as far as practicable, of the scope of the different subjects. It is believed that these descriptions will furnish more satisfactory information relative to the character of the examinations than the former method of printing specimen questions, which, it was found in many cases, were misconstrued by applicants, who endeavored to make preparation for examinations along the limited lines of the particular questions furnished without regard to the general scope covered by the subjects of the examinations. No sample examination sheets or other specimen questions than those given in this Manual, of examinations described herein, can be furnished, except that Form 1407, containing sample questions of the railway mail clerk examination, will be furnished on request.

**Sec. 36. Preliminary instructions to competitors.**—At the beginning of every examination each competitor is given a preliminary sheet containing the following instructions. Other special instructions may be included. All instructions should be carefully read and followed.

“Fill out the blanks at the top of this sheet and all other sheets as they are issued to you. Read the instructions at the top of each sheet. Perform all work on these sheets in ink. Spoiled sheets will not be exchanged for new ones. See that you receive all the subjects mentioned below in their regular order.

“Your time is reckoned from the moment you receive the first numbered sheet. No allowance is made for time lost while out of the room. Do not leave the room without the permission of the examiner. Should you leave the room while working on a sheet, it will be taken up and not reissued to you. You are not limited to time on any sheet, unless specified on the sheet.

“Pencil may be used for preliminary work only on the scratch paper furnished by the examiner. When you are through with the scratch paper return it to the examiner.

“Examiners are forbidden to explain the meaning of, or to make remarks relating to, a question that may in any way assist in its solution. Necessary explanations will be made to the whole class.

“*You are forbidden to communicate with, give to or receive aid from, a fellow competitor, and to use helps in any form.* Before the examination hand to the examiner any helps that you may have. Evidences of copying or collusion may result in the cancellation of your papers and your disbarment from future examinations. Copies of the questions are not to be made or taken from the examination room.

“Do not fail to answer questions on back of this sheet after all other sheets have been completed.”

**Sec. 37. Grade subjects.**—The general scholastic subjects of many examinations, such as spelling, arithmetic, letter writing, and copying, are of three grades or degrees of difficulty, known as first, second, and third grades, the first grade being the most difficult and the third grade the least difficult. These subjects are designated under the different examinations as “grade subjects.” In the descriptions of examinations comprising any of these subjects reference will be made to the particular grade of the subject comprised.

A description of the subjects of the grade examinations will be found in sections 39, 40, and 41.

**Sec. 38. Relative weights and method of determining average percentage.**—The different subjects in each examination are given relative weights according to their importance. These weights represent the value of each subject in the whole examination. The method of obtaining the average percentage of an examination is as follows: Multiply the rating obtained in each subject by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage for that examination.



**Sec. 39. First-grade subjects.**—1. **SPELLING:** Twenty words of more than average difficulty. 2. **ARITHMETIC:** Fundamental rules, fractions, percentage, interest, discount, analysis, and statement of simple accounts. 3. **PENMANSHIP:** Rated on legibility, rapidity, neatness, and general appearance. 4. **REPORT WRITING:** Test in writing in letter form, not more than 200 words in length, an orderly, concise, and grammatical statement of the essential facts included in a given statement of 400 or 500 words. 5. **COPYING AND CORRECTING MANUSCRIPT:** Test in making a smooth, corrected copy of a draft of manuscript which includes erasures, misspelled words, errors in syntax, etc. 6. **GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.**

The following questions and tests, which have been used, indicate the general character of these subjects:

*Spelling.*—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition as printed below. The competitor is required to write only the word and not its definition.

*Cylinder:* A long, round body. *Promissory:* Containing a promise; as, a promissory note. *Essential:* Necessary or indispensable. *Discernible:* Apparent or visible. *Opportunity:* A fit or convenient time. *Deceitful:* False or tricky. *Deference:* Respect or regard. *Insertion:* The act of placing in; as, the insertion of an advertisement. *Facilitate:* To make easy; as, to facilitate business. *Schenectady:* A city of the United States. *Adjacent:* Lying near or bordering on. *Souvenir:* A token of remembrance. *Conceding:* Yielding or giving up; as, conceding a point. *Lineage:* Line of descent or ancestry; as, of royal lineage. *Deleterious:* Harmful or injurious; as, deleterious to health. *Horizontal:* On a level. *Patrimony:* An estate inherited from one's father. *Certificate:* A written testimony; as, a marriage certificate. *Reservoir:* A place of storage; as, a water reservoir. *Privilege:* A right; as, the privilege of voting.

*Arithmetic.*—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. This question comprises a test in adding numbers crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added. 2. Multiply  $3\frac{1}{2}$  by 20.73, divide the product by 6.91 and to the quotient add the difference between 74 and 98.17. Change all common fractions to decimals and solve by decimals. 3. New Brunswick has 66,224 pupils enrolled in her elementary schools out of a population of 397,844. Saskatchewan has 36,225 pupils enrolled out of a population of 289,800. If the same per cent of the population were enrolled in Saskatchewan that is enrolled in New Brunswick, would Saskatchewan have to increase or decrease her present enrollment, and by how many per cent of the present enrollment? 4. A public square is surrounded by a walk which contains an area of 1 acre and is 2 rods wide, the walk being entirely outside of the square. What is the area of the square? 1 acre = 160 square rods. 5. Make an itemized statement of the following account as it should appear taken from the books of Vogel & Son; make a proper heading; close the account; and bring down the balance as it should have appeared June 1, 1911: During the month of May, 1911, Vogel & Son had the following transactions with Benton Van Riper: May 1, he owed them on account \$59.80. May 2, he gave them his note due in 10 months for \$42, receiving credit for its present worth, \$40. May 4, he sold them 648 pounds pork at 12½ cents per pound. May 5, he bought of them 216 bushels wheat at 97½ cents per bushel. May 22, he sold them 75,850 bricks at \$9.40 per thousand. May 16, he transferred to them by indorsement a note given him by John Doe, face of note \$900; accrued interest to date, \$36. May 23, he bought of them 880 pounds pork at 12½ cents per pound, agreeing to pay freight also at 16½ cents per 100 pounds, the freight to be prepaid by them. May 31, they sold him 14,560 pounds coal at \$6.90 per ton of 2,240 pounds.

*Penmanship.*—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fourth subject—report writing. No particular style of penmanship is preferred.

*Report writing.*—In this exercise the competitor is given a loose statement of facts, 400 to 500 words in length, which he is to summarize and arrange into an orderly, concise, and grammatical statement of the essential facts, consisting of not more than 200 words.

This exercise is designed to test the competitor's knowledge of simple English composition and his general intelligence. In rating the report, its errors of form and address, spelling, capitalization, punctuation, syntax, and style, and the arrangement, condensation, and completeness of the report are considered.

*Copying and correcting manuscript.*—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

*Directions to the competitor:* Write a corrected copy of the manuscript herewith. Correct all errors in syntax, spelling, punctuation, and capitalization, write in full abbreviated words, etc., as indicated. Do not change or paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.

One of the best and cheerfull signs of Amer. interest in matters other than purely material is the <sup>rapid</sup> ~~great~~ increase of commercial buildings, which are artistic. Hotels ~~which~~ ~~are~~ are more lavishly beautified than ordinary business buildings, but this is as it shall be, since hotels are only the homes that many persons have. Business structures, however, are receiving more & more attention, being now decorated to a <sup>extent</sup> ~~degree~~ which seemed absurdly wasteful not long ago. That a railway co. should introduce decorative and ceramic art into its power-house, e.g. can not result in <sup>any</sup> immediate <sup>cash profit</sup> ~~dividends~~, yet that is what one railway co. ~~did~~ has done. Located in the heart of a dingy & deserted <sup>thum</sup> district of the ~~abominable~~ ~~city~~, there is a great building of the finest white stone, designed by one of <sup>the</sup> Amer.'s best architects, of which Amer. can ~~boast~~ <sup>claim</sup>. It is simple, though neither plain or severe, dignified and beautiful, and can not fail but to have an uplifting and ~~beneficent and inescapably good~~ affect upon the neighborhood.

Geography and civil government of the United States.—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, Superior. 4. (a) How are justices of the Supreme Court appointed? (b) How many amendments have been added to the Constitution of the United States? 5. (a) Name two ways in which a bill may become a law without the President's signature. (b) Name the following officials: Speaker of the National House of Representatives; Chief Justice of the United States; Secretary of State.

**Sec. 40. Second-grade subjects.**—1. **SPELLING:** Twenty words of average difficulty in common use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers, and common and decimal fractions. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting. 6. **GEOGRAPHY:** Questions relating to the boundaries of States and to capitals, largest cities, rivers and other bodies of water, and the location by States of prominent cities.

The following questions and tests, which have been used, indicate the general character of these subjects:

*Spelling.*—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Opponent:* One who opposes; as, a political opponent. *President:* The Chief Executive of the United States. *Conqueror:* One who conquers. *Wholesome:* Healthful; as, wholesome food. *Achieve:* To gain; as, to achieve success. *Tranquil:* Quiet or peaceful. *Detach:* To separate or remove; as, to detach a leaf from a book. *Expensive:* Very costly. *Decease:* Death; as, a person's decease. *Noticeable:* Worthy of notice; as, a noticeable occasion. *Suspicious:* Exciting suspicion; as, a suspicious circumstance. *Terrace:* A raised bank of earth. *Rapping:* Making a number of quick blows. *Language:* The speech of a people; as, the English language. *Schedule:* A list or inventory; as, a schedule of prices. *Tying:* Binding or fastening with a cord. *Vulgar:* Low or mean. *Course:* A way or track; as, a race course. *Salary:* A stated allowance paid for services. *Chicago:* A city in the United States.

*Arithmetic.*—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.," after the answer to each problem.

1. Add the following (here will be given a short column of figures) and subtract 1,364,697,029 from the sum. 2. Multiply .9864 by 9034 and divide the product by .4682. Change the 34 to a decimal before multiplying and solve by decimals. 3. A man bought a farm of 97½ acres. He then sold 20½ acres at a loss of \$67.50, receiving \$1,343.50 for the part sold. How much money did the entire farm cost him? 4. A jeweler paid \$201.60 for old gold at \$1.20 per pennyweight, and made it into rings weighing 3½ pennyweights each. He sold the rings at \$6.50 each. How much more money did he get for the rings than he paid for the gold? 5. A man cut 98 boards, each 18 feet long and 16 inches wide, into palings each 3 feet long and 2 inches wide. He sold the palings for \$2.50 per hundred. How much money did the palings bring? Make no allowance for saw cuts.

*Letter writing.*—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter of not less than 125 words giving your views as to the advantages derived from free public libraries in the principal cities of your State.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

*Penmanship.*—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

*Copying from plain copy.*—N. B.—Paragraph, spell, capitalize, and punctuate precisely as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

*Make an exact written copy of the following:*

The Government, no less than commercial enterprises, is benefited by the courtesy and decorum of officials and employees alike. The word gentleman is a homage to personal and incommunicable properties. The gentleman is a man of truth and in nowise dependent and servile. Beyond this fact of truth and real force, the word denotes good-nature or benevolence: manhood first, and then gentleness. Such a person is capable of taking the lead, yet has a broad sympathy which puts him in fellowship with crowds and makes effective his leadership. The man of bullying tendencies toward those less fortunately situated will fall of that effective leadership accorded gentlemen. Good manners may possibly show themselves formidable to the uncultivated man, but nevertheless aim to facilitate life and thus aid in dealing with people and in conversation.

*Geography.*—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west:

one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. (a) Name the capital of each of the following-named States: Washington, Michigan, Arkansas, Maryland, Massachusetts; (b) Name the most populous city in each of the following-named States: Pennsylvania, Oregon, Vermont, Louisiana, Illinois. 4. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, and Superior. 5. Name a river or other large body of water on which each of the following-named prominent cities is located: Jersey City; Little Rock; Duluth; Providence; Dubuque; Olympia; Charleston, S. C.; Toledo; Pierre; La Crosse.

**Sec. 41. Third-grade subjects.**—1. **SPELLING:** Twenty simple words in ordinary use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting.

The following questions and tests, which have been used, indicate the general character of these subjects:

**Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

**Sugar:** A sweet substance made from the juice of the sugar cane. **Pledge:** Something given as security. **Cashier:** One who has charge of money in a bank. **Figure:** A mark representing a number. **Carrying:** Conveying or transporting in any way. **Breadth:** The measure from side to side. **Sheet:** The amount of paper made in one body or piece; as, a sheet of paper. **Easily:** In an easy manner. **Frontier:** The border or limits of a country. **Patience:** The state or quality of being patient. **Guess:** The act of guessing; as, to guess at one's weight. **Threat:** The act of threatening; as, to make a threat. **Diamond:** A precious gem. **Visit:** To go to see; as, to visit a friend. **Repair:** To mend or make over; as, to repair clothes. **People:** The body of persons composing a nation; as, the American people. **Require:** To be in need of; as, to require money. **Grease:** Soft animal fat. **Answer:** To reply to; as, to answer a letter. **Exist:** To live; as, to exist in poverty.

**Arithmetic.**—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. (This question will consist of a short column of figures to be added.) 2. Divide 2,408,588 by 4,782. 3. Multiply 8,643 by 608, and then subtract 98,746. 4. A merchant who spent \$225, bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at \$2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? 5. During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

**Letter writing.**—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter containing not less than 100 words stating some of the advantages now derived by mankind from the art of printing.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

**Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

**Copying from plain copy.**—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

**Make an exact written copy of the following:**

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters, the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service it will still be the duty of the department to transmit telegrams for the press at much lower rates than for private individuals.

**Sec. 42. Mechanical trades and other noneducational examinations for the Departmental and Indian Services.**—Application blanks for these examinations may be obtained from, and applications may be filed with, the United States Civil Service Commission, Washington, D. C., at any time. No educational tests are required, and it will

not be necessary for applicants to appear at any place for examination. Age, except where otherwise indicated, 20 years or over for the Departmental Service and 20 to 50 years for the Indian Service. Applicants who desire to apply for more than one position must file a separate application for each position desired. These examinations are primarily for the Departmental Service and the Indian Service, but eligibles may also be certified to other branches of the service. For a list of similar positions in the Engineer Department at large, see section 133; Lighthouse Service, see section 189; Navy-Yard Service, see section 208; Ordnance Department at large, see section 210; Quartermaster Corps, see section 228. An application for any mechanical trade or other noneducational position in the Departmental or Indian Service, other than those indicated in this Manual, will not be accepted until an examination for such a position is announced.

**In writing for application blanks applicants should state specifically the name of the position for which they desire to apply.**

Applicants for these examinations, except for the Indian Service, may sign their applications by mark if unable to write. Applicants for the Indian Service must execute their applications in their own handwriting and be able to speak the English language.

An applicant for a position in the Indian Service must attach to his application a statement showing the number of persons in his family who will require accommodations at the Indian school or agency in case the applicant receives appointment.

Each applicant for employment in the Departmental Service in the District of Columbia, except for the positions named hereafter in this paragraph, will be required to furnish the certificate of an officer, under his official impression seal, of the county in which the applicant claims to be a bona fide resident, showing that the applicant is at the time of making the application an actual bona fide resident of such county and the length of time he has been a resident thereof. An applicant failing to furnish such certificate or whose application fails to show that he has been a bona fide resident of and actually domiciled in the State claimed for at least one year next preceding the date of the application will not be certified for appointment in the apportioned Departmental Service in Washington, D. C. The following-named positions are not included in the apportioned service: Plate printer, canvas worker, leather worker, sewer, gardener, engraver, carpenter, cabinetmaker, painter, and plumber.

Applicants are requested to state in their applications the minimum salary they are willing to accept and also the localities in which they will accept appointment.

*As stated, no educational tests are required, but the following subjects are considered: Physical ability, and training and experience. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training and experience, 60. No competitor will be eligible for appointment who fails to attain a rating of at least 70 per cent in the subject of physical ability and a rating of at least 70 per cent in the subject of training and experience. The information on which the ratings are based must be furnished by the applicant in the application and examination blank. Care should be taken to furnish accurate and complete information in order that a sufficient basis may be had for rating the papers. Each question in the application and vouchers must be fully answered. The method of rating the different subjects of these examinations is as follows:*

(a) **PHYSICAL ABILITY.**—An applicant without apparent physical disqualifications is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made proportionate deduction will be made from 98, according to the nature of the defects or disqualifications.

(b) **TRAINING AND EXPERIENCE.**—This subject will be rated upon the statement made by the applicant in his application, as corroborated by his vouchers and references. Consideration will be given to the date, length, quality, and character

the training and experience shown, and special consideration will be given experience which is continuous and recent. Applicants in stating their experience should account for all of the time since they were first employed.

In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendations other than those called for by the commission will be considered.

All competitors rated at 70 or more for the entire examination will be eligible for appointment, and their names will be placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more will be placed above those of persons who have not been allowed such preference.

Registers will be established quarterly, or more frequently if the needs of the service require it. Applications for the Departmental and Indian Services, to receive consideration for any particular quarter, must be filed in *complete form* not later than the 15th of March, June, September, or December, as the case may be. The registers, except where otherwise indicated, will be made up on or soon after the first of the next succeeding month. The period of eligibility is one year from the date of entering a name upon a register.

Application and examination form 1800 will be required for the following-named positions:

Baker.	Laundress.
Blacksmith.	Leather worker.
Blacksmith and horseshoer.	Machinist.
Blacksmith and wheelwright.	Mason (brick and stone).
Cabinetmaker.	Painter.
Canvas worker.	Plate cleaner.
Carpenter.	Plumber.
Cook.	Sawyer.
Dairyman. (Age, Indian Service, 21 to 50 years.)	Sewer.
Fireman (stationary).	Shoemaker.
Gardener. (Age, Indian Service, 21 to 50 years.)	Steam fitter.
Harness maker.	Tailor.
	Toolmaker.
	Wheelwright.

**Sec. 43. Specially announced examinations.**—In addition to the regularly scheduled examinations mentioned in this Manual, the commission is called upon very frequently to hold extra or specially announced examinations to fill positions of a technical or scientific character in which vacancies occur only at infrequent intervals, or for newly classified or newly created positions for which registers have not been established. When such examinations are to be held, they are announced in the widest possible manner in the effort to secure a sufficient number of applicants. Examinations of this kind are not held until eligibles are needed, and the commission can give no idea until that time as to the examination subjects. Such subjects are not decided upon and the questions prepared until the examinations are announced. Applications must be on the prescribed forms of the commission, and will not be accepted for examinations of this character until they are announced. It is useless, therefore, to request the commission to furnish application blanks for this purpose unless announcement of the examination desired has been published.

Persons who have special or technical qualifications and who desire to compete in examinations requiring such qualifications, and who advise the commission of the kind of examination desired, may have their names placed on file. Then, when an examination of the kind desired is to be held, the commission will endeavor to notify all persons who have so requested.

Examinations mentioned in this Manual as probably to be held in the fall of 1915 will not be held before that time unless the needs of the service so require, in which event they will be specially announced; otherwise they will be announced in the Manual for the fall, which may be secured upon application after July 15, 1915.

**Sec. 44. Acting assistant surgeon, Public Health Service.**—(See Physician examination, sec. 214.)

**Sec. 45. Agricultural inspector, Philippine Service.**—Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate. The examination will comprise certain obligatory subjects and the optional subjects named below.

Applicants must select one or more of the optional subjects. **THEY MUST SPECIFY IN THEIR APPLICATIONS, IN ANSWER TO QUESTION 1 OF FORM 2, ALL OF THE OPTIONAL SUBJECTS IN WHICH THEY WISH TO BE EXAMINED AND MUST DELIVER TO THE EXAMINER ON THE FIRST DAY OF THE EXAMINATION THE REQUIRED THESES OR THESES.** The optional subjects are as follows: (1) AGRONOMY; (2) DAIRYING; (3) FARM MANAGEMENT; (4) FORAGE CROPS; (5) PLANT BREEDING.

The examination tests are identical with those in the same subjects in the Scientific assistant examination (see sec. 235). The requirements of the examination are also the same as for Scientific assistant. Entrance salary, \$1,400 per annum. (For further requirements see sec. 34.)

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 46. Aid, Bureau of Standards.**—Men only; age, 19 to 24 years; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY ALGEBRA, GEOMETRY, AND TRIGONOMETRY, 30; GENERAL PHYSICS, 30; ELEMENTARY MECHANICAL DRAWING, 20; EDUCATION, TRAINING, AND EXPERIENCE, 20.

The minimum requirement for this examination is graduation from a mechanical training, technical, or scientific high school, or equivalent training in a scientific or technical laboratory. Graduates of classical high schools must show that they have had at least one year of physics, one year of chemistry, and one-half year of mechanical drawing in the course.

Each competitor must supply himself with a small drawing board, T square, triangle, ink, pens, pencils, drawing instruments, and a scale divided into sixteenths.

The entrance salaries for this position range from \$600 to \$720 a year.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 47. Aid, Coast and Geodetic Survey.**—The position of deck officer will also be filled from this examination. Age, 18 to 25 years; application form, 1312; time allowed, two days of six hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. The medical certificate in the application for this examination must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian Service, or Public Health Service. If such an officer can not be conveniently visited, a pension examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of \$2, to be paid by the applicant. *This certificate must not be executed by the family physician of the applicant.* The medical officer should indicate his rank or official designation on such certificate.

No one will be permitted to take the mental examination who has any defect of sight or other physical defect. After an eligible has received an appointment and before he is permitted to take the oath of office, he may, at the discretion of the Superintendent of the Coast and Geodetic Survey, be required to pass an additional physical examination before an officer of the Public Health Service.

**Subjects of examination and relative weights of subjects on a scale of 100:** **MATHEMATICS:** Including geometry (plane and solid), algebra, trigonometry, analytics, and the elements of calculus, 15; **PRACTICAL COMPUTATIONS:** Involving the use of logarithmic tables, or a slide rule, 15; **ASTRONOMY:** Elementary questions in spherical and general astronomy, with special reference to determination of latitude, longitude, and azimuth, and use of field instruments, 10; **PHYSICS:** Elementary questions in optics, magnetism, etc., 10; **SURVEYING:** Elementary questions in plane and geodetic surveying, and use of field instruments, 10; **MODERN LANGUAGES:** Competitors may select one of the following: French, German, Spanish. Extracts of about 125 words are given for translation into English, 10; **DRAWING AND DESCRIPTIVE GEOMETRY:** A short test in topographic drawing and lettering is given with elementary questions on the principles of projection, 10; **TRAINING AND EXPERIENCE,** rated on application form, and corroborative evidence, 20.

The supply of eligibles for this position has not been equal to the demand.

Applicants should come to the examination room provided with two small triangles, right-line pen, drawing ink, pens, and tracing paper, for use in the examination on the subject of drawing and descriptive geometry. A slide rule may be used in connection with the work in the subject of practical computations.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 48. Aid, Lighthouse Service.**—Age, 21 to 30 years; application form, 1312, including the medical certificate; time allowed, two days of seven and four hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. **Subjects of examination and relative weights of subjects on a scale of 100:** **MATHEMATICS AND APPLIED MECHANICS,** 30; **CIVIL, MARINE, OR MECHANICAL ENGINEERING OR NAVAL ARCHITECTURE (ship work),** 30; **MECHANICAL OR ARCHITECTURAL DRAWING,** 20; **TRAINING AND EXPERIENCE,** 20.

The questions in this examination will be such as any competent graduate in civil, marine, or mechanical engineering should be able to answer satisfactorily. A slide rule may be used in connection with the work in the subject of mathematics and applied mechanics.

Applicants who are graduates in civil, marine, or mechanical engineering or who are in their senior year in the civil, marine, or mechanical engineering course of a technical school, or those who have had at least three years of satisfactory practical engineering experience in addition to a good general education, will be admitted to this examination; those whose education or experience does not fulfill any one of these minimum requirements will not be admitted. Higher ratings in training and experience will be given those who are graduates, who are graduates with experience, or who have had more extended practical experience.

The salary of aids in the Lighthouse Service is \$1,380 a year. It is the intention of the Lighthouse Bureau to appoint to this position with the view of training appointees to fill the positions of assistant superintendent and superintendent by promotion when vacancies in these positions occur. Appointees will be assigned to duty at the Lighthouse Depot, Tompkinsville, Staten Island, N. Y., at first.

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 49. Alaskan railway.**—Persons desiring information concerning employment in connection with the construction of the Alaskan railway should apply to the Alaskan Engineering Commission, Interior Department, Washington, D. C.

**Sec. 50. Animal husbandman, Bureau of Animal Industry, Department of Agriculture.**—The senior animal husbandman examination will be held only when eligibles are needed. (See sec. 43; also Scientific assistant examination, sec. 235.)



**Sec. 51. Apprentice fish culturist, Bureau of Fisheries.**—Age, 20 to 40 years; application form, 1312; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all second grade, see sec. 40); TRAINING AND EXPERIENCE, 20.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for high-school or college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Laborer, \$600 to \$900 a year; laborer, car service, \$720 a year; and skilled laborer, \$720 to \$960 a year. The usual entrance salary is \$600 a year.

Persons appointed as a result of this examination will not be eligible for promotion to higher grades until they have passed the fish-culturist examination. (See sec. 145.)

This examination will be held on April 14, 1915. (See secs. 1 and 2.)

**Sec. 52. Apprentice map engraver.**—Age, 16 to 18 years. A person who is serving his apprenticeship or is undergoing training as a map engraver will be permitted to file an application for apprentice map engraver without regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for certification and selected during that period. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING AND EXPERIENCE, 35. Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time, it will be announced.

**Sec. 53. Apprentice plate cleaner, transferer, and engraver, Bureau of Engraving and Printing.**—Age, 16 to 18 years; application form, 304, including medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 40); ELEMENTARY PHYSICS, 20; MECHANICAL DRAWING, 35.

Applicants must have had theoretical and practical training of a mechanical character in metal work, such as is usually acquired in manual training schools or similar institutions or in occupations that give training in the handling of tools and machinery requiring great precision and accuracy in measuring and adjustment. Applicants whose training has been acquired in schools must furnish certificates from the school authorities showing the character of the work done and the proficiency attained by the student. Other applicants must furnish vouchers of employers as to their attainments acquired in private establishments.

Competitors must provide themselves with drawing instruments and drawing board, ink, triangles, scales, and other necessary material except paper.

This examination will be held on March 10, 1915. (See secs. 1 and 2.)

**Sec. 54. Apprentice plate printer, Bureau of Engraving and Printing.**—Age, 16 to 18 years. No person will be certified for appointment to the position of apprentice plate printer who has reached his eighteenth birthday. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITH-

METIC, 15; LETTER WRITING, 15; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all third grade, see sec. 41); TRAINING AND EXPERIENCE (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought), 25.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 55. Architectural designer, Supervising Architect's Office.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 56. Assistant, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held beginning on March 10, 1915.

Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed for the required subjects, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Three hours will be allowed for each optional subject taken. The order in which the optional subjects will be given will be determined at the time of the examination and can not be furnished in advance.

The required subjects of examination and relative weights on a scale of 100 are as follows: **THESES**, 500 words to be written on one of two topics given, 20; **CORRECTION OF ROUGH DRAFT MANUSCRIPT**, 200 words, 15; **MATHEMATICS**, arithmetic, algebra, including quadratics, and plane geometry, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, 15; **GENERAL HISTORY AND GEOGRAPHY**, 10; **COLONIAL GOVERNMENT AND ADMINISTRATION**, general questions, 10; **POLITICAL ECONOMY**, general principles, 5; **TRAINING AND EXPERIENCE**, 10.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the required subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state in answer to Question 1 of his application the optional subjects in which he desires examination.

(1) ACCOUNTING, expert; (2) AGRICULTURE; (3) AUDITING OF ACCOUNTS, practical questions on; (4) BOOKKEEPING, tests in journalizing and making a balance sheet; (5) BOTANY; (6) CHEMISTRY; (7) CIVIL ENGINEERING; (8) EDUCATIONAL METHODS; (9) ELECTRICAL ENGINEERING; (10) FINANCE; (11) FORESTRY; (12) GEOLOGY; (13) HIGHER MATHEMATICS, up to and including calculus; (14) LANGUAGE, Spanish; (15) LAW, common; (16) LAW, international; (17) LAW, Roman or civil; (18) LAWS, land, of the United States; (19) LAWS, mining, of the United States; (20) MECHANICAL ENGINEERING; (21) MINERALOGY; (22) MINING ENGINEERING; (23) PHYSICS; (24) THEORY AND PRACTICE OF STATISTICS.

The maximum rating attainable in each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Eligibility in the optional subjects tends to increase the prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required subjects, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the

required subjects. For instance, if a vacancy should occur in the Bureau of Forestry requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The majority of the assistant eligibles are considered for positions in the Bureau of Education. Most of the eligibles resulting from this examination who have the necessary qualifications of a teacher and are willing to accept appointment as such are selected. The work of the American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades nearly all appointments from this register are being made at an entrance salary of \$1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of bureaus or offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools. (For further requirements, see sec. 34.)

**Sec. 57. Assistant dairyman.**—This examination will be held only when eligibles are needed. (See sec. 43; also Scientific assistant examination, sec. 235.) The position of dairy inspector will be filled from this examination.

**Sec. 58. Assistant engineer, Reclamation Service.**—Age, 25 to 45 years; application form, 1312. The medical certificate in the application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Applicants for the position of assistant engineer must have had at least four years' practical experience in engineering. A technical training in college will be counted as two years' experience. Time allowed, two days of seven and three and one-half hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS AND APPLIED MECHANICS**, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; **THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER**, involv-

ing elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 15; TRAINING AND EXPERIENCE, 40.

The tests in the first three subjects are identical with those given in the examination for junior engineer (see sec. 170). The rating in training and experience will be based upon general experience in civil engineering and technical description in detail of some important work upon which the competitor has been engaged. This description may be prepared afterwards and mailed to the commission within five days after the examination, or, if the competitor desires, he may prepare it in the time remaining on the second day.

Applicants whose training and experience is found insufficient for this examination may be admitted to the junior engineer examination if the training and experience shown is sufficient for that examination.

From this examination an eligible list will be established from which to appoint assistant engineers at salaries of \$1,500 a year and upward. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for assistant engineer may be placed on the register for junior engineer if his ratings are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 59. Assistant examiner, Patent Office.**—Age, 20 years or over; application form, 1312; time allowed, three days of six hours each. Subjects 1 and 2 will be given on the first day, subjects 3 and 4 on the second day, and subjects 5 and 6 on the third day. Subjects of examination and relative weights of subjects on a scale of 100: PHYSICS, embracing the requirements of a general college course, 20; MATHEMATICS, including one or two questions each in arithmetic, algebra, plane geometry, plane trigonometry, analytics, and differential calculus, 10; TECHNICS, covering the general field of mechanics, mechanic arts, industrial arts and processes, and applied chemistry, 20; CHEMISTRY, inorganic, including qualitative analysis, and elementary organic, 20; MECHANICAL DRAWINGS, 20; FRENCH OR GERMAN, 10.

A competitor must attain a rating of at least 40 in each subject of this examination and a general average of at least 70 in the whole examination in order to become eligible for appointment.

In physics, chemistry, and mathematics 10 questions are given, and in technics 15, of which the competitor is required to answer 5 only in each subject.

Under the subject "Mechanical drawings" the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case describe (1) the views, (2) the construction, and (3) the operation of the machine represented in such technical terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the Rules of Practice of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German" two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) A Scientific French Reader, by Alexander W. Herdler, published by Ginn & Co.; (2) A Scientific French Reader, by Francis

Harold Dike, published by Silver, Burdett & Co.; (3) *A Scientific German Reader*, by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) *A German Scientific Reader*, by J. Howard Gore, Ph. D., published by Heath & Co. The competitor must select and make translations, without the aid of a dictionary, of any two of the exercises in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject, owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 60. Assistant geologist, Geological Survey.**—(For description, see *Geologic aid*, sec. 151.)

**Sec. 61. Assistant inspector of boilers.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 191.)

**Sec. 62. Assistant inspector of hulls.**—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 192.)

**Sec. 63. Assistant observer, Weather Bureau (formerly observer examination).**—Unmarried men only will be admitted to this examination. Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PENMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 40), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 39) and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 in the subjects of meteorology and English composition on a meteorological subject, with the relative weights indicated, the remaining subjects will not be rated.

This examination will be held on April 14, 1915. (See secs. 1 and 2.)

**Sec. 64. Assistant topographer.**—(See *Junior topographer*, sec. 176, and *Topographic aid*, sec. 271.)

**Sec. 65. Attendant, Government Hospital for the Insane.**—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 66. Bookbinder (men only), Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1820; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING AND EXPERIENCE, rated on Forms 304 and 1820, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge gilding, and marbling) as possible, and in making selections preference will be given

to eligibles who are qualified in the most of these specialties. Applicants for book-binder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed for the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 67. Bookkeeper (men only), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will not be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

#### PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

##### *First exercise.*

**INSTRUCTIONS.**—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1905. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, \$7,800; cash in safe, \$2,687.50; merchandise, \$4,768; real estate, \$9,750; an account against William Rose, \$2,360; a note given by James Wilson for \$1,287.50, due in six months without interest, accounted at its present worth, \$1,250.

His liabilities were an account due John West, \$2,976; a note for \$900 due Arthur Moore, accrued interest to date, \$27.50; an acceptance at fifteen days for \$840, dated February 15, 1905, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros., merchandise, \$5,400. Gave in payment a note at six months, interest, \$90, included in face of note; face of note, \$3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, \$2,600. Received in payment the acceptance mentioned in liabilities, \$840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for \$13,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, \$600.

March 25. Bought of James Wilson, merchandise, \$2,400. Gave in payment his note mentioned in resources. Face of note, \$1,287.50; present worth, \$1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, \$3,600. Received in payment a sight exchange for \$800 on New York accepted at  $\frac{1}{4}$  per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in liabilities. Face of note, \$900; accrued interest to date, \$31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note \$800, discount \$24.

##### *Second exercise.*

**From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.**

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, \$5,400; real estate, \$7,600; unused office stationery, \$20.75. The balance of the cash account, as shown by the ledger, was \$3,640, and the balance of the bills payable account was \$2,365. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), \$970; merchandise, \$12,800; real estate, \$8,000; Traders' Bank, \$4,780.25; bills receivable, \$4,620; expense, \$90.25; interest and discount, \$148.60; Joshua Miller, \$2,897.50.

Credit footings: Charles Martin (proprietor), \$6,797.35; merchandise, \$7,800; real estate, \$120; Trustee Bank, \$3,800; bills receivable, \$3,640.75; interest and discount, \$197.90; Joshua Miller, \$— (amount to be supplied by the competitor).

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

This examination will be held on April 14, 1915. (See secs. 1 and 2.).

**Sec. 68. Bookkeeper, Field Service.**—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 35.)

**Sec. 69. Bookkeeper, Panama Canal Service.**—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Panama Canal, examination. (See sec. 89.)

**Sec. 70. Bookkeeper, Philippine Service.**—Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 39); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 67), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING AND EXPERIENCE, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. (For further requirements see sec. 34.)

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 71. Cadet, Military or Naval Academy.**—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., or that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War or the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

**Sec. 72. Cadet, Revenue-Cutter Service.**—For information in regard to appointment to this position address the Secretary of the Treasury, Washington, D. C.

**Sec. 73. Cadet engineer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from \$660 to \$780 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held on April 14, 1915. (See secs. 1 and 2.)

**Sec. 74. Cadet officer, Lighthouse Service.**—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING AND EXPERIENCE, 20.

Applicants for this position should have a good general school education, and theoretical and practical knowledge of navigation such as is taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from \$600 to \$720 a year, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a slide rule, a Nautical Almanac for 1914 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator *will not be permitted*.

This examination will be held on April 14, 1915. (See secs. 1 and 2.)

**Sec. 75. Chemist.**—This examination will be held only when eligibles are needed. (See sec. 43. Also Junior chemist, sec. 169.)

**Sec. 76. Chinese inspector, Immigration Service.**—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 43 and 157.)

**Sec. 77. Chinese watchman.**—This position is filled from the subclerical examination.

**Sec. 78. Civil and electrical engineer, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 79. Civil and electrical engineer, Philippine Service.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 80. Civil engineer, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field work required in civil engineering and not covered in subject 1, 30; DESIGN AND CONSTRUCTION, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; TRAINING AND EXPERIENCE, 25.

**NOTE.**—An applicant who has not had at least five years' good experience in civil engineering work will not be admitted to the examination. Graduation in civil engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 138.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that the examination for the position of civil engineer, Departmental Service, will be held before the fall of 1915. Should an examination be held



before that time it will be announced. Examination will be held in the spring of 1915 for civil engineer and draftsman (see sec. 83).

**Sec. 81. Civil engineer, Geological Survey.**—(See Hydrographic engineer, Geological Survey, sec. 156.)

**Sec. 82. Civil engineer, Philippine Service.**—Age, 20 to 40 years; application form, 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the Departmental Service (see sec. 80), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from \$1,400 to \$6,000 a year. The majority of appointments are made at salaries of \$1,400, \$1,600, and \$1,800 a year, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required. (For further requirements, see sec. 34.)

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 83. Civil engineer and draftsman.**—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted. (See sec. 80.)

All eligibles in the civil engineering subjects who receive a rating of not less than 70 per cent in the drawing test will be eligible as civil engineers and draftsmen. Those who fail to receive a grade of 70 per cent in the drawing will not be eligible as a result of this examination. In determining the average percentage, the subjects of the civil engineer examination will be given a weight of 60 and the subject of drawing 40. (See note under sec. 80 for requirements for admission to this examination.)

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 84. Civil engineer and superintendent of construction, Quartermaster Corps.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. First day, subjects 1 and 2; second day, subject 3. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics up to and including calculus, 15; THEORY AND PRACTICE OF SURVEYING AND USE AND CARE OF INSTRUMENTS, comprising transit, including stadia work, level, plane table, rods, chain, tape, etc., surveying, leveling, and other field work required in civil engineering, 25; BUILDING CONSTRUCTION, SPECIFICATIONS, etc., involving good knowledge of all materials employed in first-class buildings and of details of construction and of specifications, 35; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

In order to be rated 70 per cent or over in training and experience, applicants must have had at least one year's experience in architectural construction and its supervision on the ground. In addition, a good scientific education and some practical experience in civil engineering are necessary. The duties include supervision of the

erection of army post buildings (barracks, officers' quarters, storehouses, etc.), the laying out of grounds, construction of roads, sewers, etc., and, at seacoast posts, wharves.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 85. Civil engineer student, Office of Public Roads, Department of Agriculture.**—Age, 20 years or over; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND MECHANICS, pure and applied, 50; SURVEYING, CONSTRUCTION, AND MATERIALS OF CONSTRUCTION, 50.

Graduation in civil engineering from a recognized school or college, or the fact that applicants are senior students in such an institution and expect to receive a degree in civil engineering prior to July 1, is a prerequisite for consideration for this position. In the case of such senior students, failure to receive a civil engineering degree prior to July 1 will disqualify an applicant for appointment.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. (See sec. 43.) It will be held on February 3, 1915.

**Sec. 86. Classified laborer, Government Hospital for the Insane.**—Apply for information concerning employment in the position of classified laborer to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 87. Clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 39).

Competitors who fail to attain a rating of at least 70 in arithmetic or 65 in report writing will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 35.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register (see sec. 251) is used in preference to the register resulting from the clerk examination described in this section.

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

**Sec. 88. Clerk, Forest Service.**—(See Forest and field clerk, sec. 146.)

**Sec. 89. Clerk, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including the medical certificate. The county officer's certificate in the application form need not be executed. Time allowed, four and one-half hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which of the optionals given below they desire to take, and additional time as indicated will be allowed for the optionals in which examination is given.

Applicants for the optional subject Bookkeeping must have had experience with revenue or disbursing accounts of the United States Government or experience with the accounts of large corporations or business concerns doing a considerable business.

Each applicant for the optional subject **General Business Experience or Timekeeping Experience** will be required to file with his application at least one and not more than three testimonials from recent employers under whom the experience claimed has been gained, written on business letterhead.

Subjects of examination and relative weights of subjects on a scale of 100: **SPELLING** (second grade, see sec. 40), 10; **ARITHMETIC**, slightly more difficult than the second grade, 20; **LETTER WRITING** (second grade, see sec. 40), 20; **PENMANSHIP**, 15; **COPYING FROM PLAIN COPY**, including tabular matter, 15; **TIME** (time consumed on the basis subjects of the examination), 20.

In rating the element of time a credit of 70 will be given if the basis subjects of the examination are completed in four and one-half hours, which is the maximum time allowed. For each interval of five minutes less than the maximum time a credit of 1 in addition to 70 will be given. For completing the examination in two hours or less the maximum rating of 100 will be given. No credit will be given for time unless the average percentage on the remaining subjects is at least 70.

In addition to attaining an average percentage of 70 or more on the above subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) **TYPEWRITING**, including the typewriting tests of the examination for stenographer and typewriter, Panama Canal Service. The typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 242 and 276 for description of tests.) Time not to exceed one hour and ten minutes. The Commission is advised that it is expected that most of the future appointments of clerks at a salary of \$100 a month will be of eligibles with a knowledge of typewriting. (2) **BOOKKEEPING**, including the practical tests of the bookkeeper examination (see sec. 67). Time not to exceed two hours. (3) **GENERAL BUSINESS TRAINING AND EXPERIENCE**, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. (4) **TIMEKEEPING TRAINING AND EXPERIENCE**, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.

The order in which the optional subjects will be given will be determined at the time of the examination and can not be indicated in advance. A second day may be required for these subjects. No credit will be given for an optional in which the rating is less than 70 per cent. (For further requirements see sec. 33.)

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects and certain optional subjects combined, giving the basis a weight of 2 and each optional considered a weight of 1; (2) of eligibles having the highest ratings on certain optional subjects who have also passed on the basis subjects; (3) of eligibles having the highest total ratings on the basis and optional subjects combined.

Eligibles qualified in typewriting and in bookkeeping are especially desired.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 90. Clerk, statistical.** (See Statistical clerk, sec. 241.)

**Sec. 91. Clerk, stenographic.** (See Stenographic clerk, sec. 251.)

**Sec. 92. Commission of Fine Arts.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 93. Composer, Government Printing Service.**—(See Printer examination, sec. 223.)

**Sec. 94. Computer, Coast and Geodetic Survey.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (plane and solid), algebra, trigonometry (plane and spherical), analytics, and calculus, all as covered in the higher-class textbooks, 40; PRACTICAL COMPUTATIONS, questions involving elementary mathematical knowledge and designed principally to test ability to use tables of logarithms and to make calculations quickly and correctly, 40; TRAINING AND EXPERIENCE, 20.

The use of a slide rule will *not* be permitted in this examination.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 95. Computer, Nautical Almanac Office and Naval Observatory, Navy Department.**—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (analytic, plane, and solid), algebra, trigonometry (plane and spherical), and calculus, all as covered in the higher class of textbooks, 40; ASTRONOMY, elementary questions in spherical and general astronomy, 20; PRACTICAL COMPUTATIONS, involving mathematical and astronomical knowledge, as indicated under the subjects of pure mathematics and spherical astronomy, but especially designed to test the competitor's ability to use tables of logarithms quickly and correctly, 40.

The use of a slide rule will *not* be permitted in this examination.

The supply of eligibles for this position has not been equal to the demand.

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 96. Computer and estimator, Supervising Architect's Office.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND CONSTRUCTION, involving technical and practical knowledge of materials, elementary principles of architecture, and details of approved methods of construction, 20; SPECIFICATIONS, involving ability to write clear and short specifications, and to interpret them, 25; ESTIMATING, involving both quantities and prices, 20; TRAINING AND EXPERIENCE, 35.

No applicant will be admitted to this examination who does not receive a rating of 70 per cent or over in training and experience. The minimum qualifications in this subject which will entitle an applicant to enter the examination are a good general education and not less than two years' experience in practical architectural or construction work, and in the writing or interpretation of specifications and in estimating with either an architect, engineer, or a contractor engaged in first-class construction work.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary of more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 97. Confidential agents.**—(See secs. 237 and 240.)

**Sec. 98. Consular Service.**—Applicants for appointment to positions in the Consular Service should address the Secretary of State, Washington, D. C.

**Sec. 99. Custodian Service.**—This service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. In cities in which there are Federal buildings, except Washington, D. C., the positions of assistant custodian, assistant custodian-janitor; engineer (steam), first, second, and third class; elevator conductor, fireman, janitor, watchman, and similar positions for such public buildings are in the Custodian Service. Registers are made up for each city; and applicants who pass the examination have their names entered upon a register of eligibles and are certified for appointment to positions in the Federal building of that city when vacancies exist. Examinations are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the board of examiners at the Federal building in which employment is desired.

**Sec. 100. Customs Service.**—Apply for information concerning examinations for this service to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 35.)

**Sec. 101. Deputy United States marshal.**—(See provision of urgent deficiency act, approved October 22, 1913, in sec. 165.)

**Sec. 102. Diplomatic Service.**—Applicants for appointment to positions in the Diplomatic Service should address the Secretary of State, Washington, D. C.

**Sec. 103. District health officer.**—(See Physician, sec. 214.)

**Sec. 104. District inspector of locomotive boilers.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 105. Draftsman, apprentice, Ordnance Department at large, War Department.**—Age 17 to 21 years; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Applicants must indicate in their applications that they have had training and actual experience in mechanical drafting, obtained either in the drafting room of a manufacturing establishment, in drafting classes of day or night schools, or in drafting courses of correspondence schools. They must also indicate that they are familiar with the use of drawing materials, instruments, and the equipment of a mechanical drafting room. The applicant's statement in his application should indicate fully the training and experience he has had in drafting work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 35 and 210.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed. Apprentice draftsmen are not employed in the ordnance establishments at Augusta, Ga., and San Antonio, Tex.

**Sec. 106. Draftsman, architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of eight hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING AND DESIGN, involving the drawing of plans, elevations, and details for modern first-class buildings to scale according to given specifications, 30; FREE-HAND DRAWING, ORNAMENT AND PROJECTION, involving ability to make free-hand perspectives, large-scale free-hand drawings of styles of exterior and interior decoration and shadow casting, etc., 20; BUILDING MATERIALS AND CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings, of details of

construction, and of specification forms for such work, 20; **TRAINING AND EXPERIENCE, 30.** Applicants will be allowed to bring tracing paper to the examination room for use in this examination.

Applicants who have had training and experience indicated below under (a) or (b) will be given ratings of 70 or more in that subject and will be admitted to the examination: (a) Graduates from approved technical schools in architecture, without other experience; (b) persons having not less than five years' experience in good architectural office work. Special training short of graduation in architecture will be considered equivalent to not more than two years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position ranges from \$1,200 to \$2,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,200. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 107. Draftsman, clerk, Land-Office Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of six hours each. The first four subjects will be given on the first day and the fifth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **REPORT WRITING** (first grade, see sec. 39), 10; **ARITHMETIC AND ELEMENTARY MATHEMATICS**, questions involving ordinary school arithmetic and elementary questions in plane geometry and mensuration, 20; **COPYING AND CORRECTING MANUSCRIPT** (first grade, see sec. 39), 10; **PUBLIC-LAND SURVEYING**, 20; **DRAWING AND LETTERING**, a specimen showing part of a land-office plat is given for reproduction to a certain scale, 40.

Persons who pass this examination will be eligible for appointment to clerical or draftsman positions in the Land-Office Service only in offices outside of the District of Columbia.

This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 108. Draftsman, copyist ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, six hours. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS**, including arithmetic, elementary geometry, mensuration, and algebra, 30; **DRAWING AND TRACING**, 40; **EDUCATION, TRAINING, AND EXPERIENCE**, 30.

Applicants must have had a good common or high school education, including instruction in elementary mathematics and drawing.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in this position in the Bureau of Construction and Repair, Navy Department, Washington, D. C., and at navy yards and other establishments of the Navy Department outside of Washington, D. C., at entrance salaries ranging from \$2 to \$2.80 a day. (See sec. 17.)

This examination will be held on April 14, 1915. (See secs. 1 and 2.)

**Sec. 109. Draftsman, copyist topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and five hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: **DRAWING**, a specimen of topographic drawing will be given for reproduction in india ink, 50; **LETTERING**, tests of numbers and of short words in different styles of lettering are given, 50. The tests in drawing and lettering are identical with those given in the topographic draftsman examination. Competitors who take both examinations will take these tests but once. No submitted drawings will be accepted. (See sec. 118.)

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 110. Draftsman, engineer.**—(See Engineer and draftsman, structural, sec. 131.)

**Sec. 111. Draftsman, heating and ventilating.**—(See Engineer and draftsman, heating and ventilating, sec. 130.)

**Sec. 112. Draftsman, hull, Lighthouse Service.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 113. Draftsman, junior architectural, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and eight hours, respectively. The first two subjects will be given on the first day and the remaining subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, elementary questions in materials and details of construction, 15; FREE-HAND DRAWING AND PROJECTION, elementary questions involving ability to draw perspective views, plans, and elevations of regular solids, examples of decoration, cast shadows, etc., 25; DRAWING, involving ability to draw neatly and correctly to scale, 40; TRAINING AND EXPERIENCE, 20.

Applicants who have had training and experience indicated below under (a), (b), or (c) will be given ratings of 60 or more in that subject and will be admitted to the examination: (a) Persons in their third year of an architectural course in an approved technical school; (b) persons who have taken a complete course in architecture in a correspondence school and have in addition had some suitable experience or study; (c) persons who have had not less than three years' experience in an architect's office.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 60 in that subject will not be admitted to this examination.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the relative weights indicated, will not be eligible for appointment.

The usual entrance salary of this position is \$840 or \$1,000 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$840. Competitors should indicate the minimum salary they are willing to accept.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 114. Draftsman, junior engineer, Engineer Department at large.**—Age, 18 years or over; application form, 1312; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: COMPUTATIONS, MATERIALS, AND STRUCTURAL DETAILS, 35; DRAWING AND DESIGN, 40; TRAINING AND EXPERIENCE, 25.

Applicants should have had at least a high-school education; should have had at least five years' experience as draftsman, two of which should have been on design; should be familiar with calculations, structural details, and shop practice in structural steel and reinforced concrete; and should be capable of preparing working drawings from the calculations and from written specifications and rough notes. Technical education will be accepted for not more than the first three years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors should provide themselves with a slide rule and drawing materials, other than paper, including a drawing board not less than 15 inches square. They should also bring to the examination room a Cambria, Carnegie, or other similar handbook for use in case it is allowed. If the use of a handbook is permissible it will be stated on the examination papers.

This examination will be held on March 10, 1915. (See secs. 1 and 2.)

**Sec. 115. Draftsman, mechanical, Ordnance Department at large, War Department.**—Age, 18 years or over; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 35 and 210.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed. Mechanical draftsmen are not employed in the ordnance establishments at Augusta, Ga., and San Antonio, Tex.

**Sec. 116. Draftsman, mechanical, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of seven hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MACHINE DESIGN, including arithmetic, algebra to quadratics, geometry, mensuration, logarithms, use of tables, elementary problems in mechanics, use of slide rule, materials used in machine construction, and practical calculations involving the interpretation of formulas and the correct working out of results in special cases, 30; DRAFTING, involving competent knowledge of machine construction and the ability to draw neatly to scale, 35; TRAINING AND EXPERIENCE, 35.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination.

Competitors who attain over 80 per cent in training and experience will be rated as first-class draftsmen; those who attain 80 per cent or under will be rated as second-class draftsmen. Eligibles in the first class are eligible to second-class positions and may be given preference in making appointments thereto, provided they state in their applications their willingness to accept appointment to the lower position.

First-class draftsmen must indicate in their applications that they have had not less than three years' good drafting-room experience, and in addition shopwork experience or on machine construction. A technical school training in mechanical engineering will be equivalent to two years' practical work.

Second-class draftsmen must indicate in their applications that they have had not less than two years in drafting room, or one year in drafting and one year in the shop or on construction. A technical school training in mechanical engineering will be accepted as equivalent to the two years' practice.

Competitors in this examination are allowed the use of a slide rule. They should also bring to the examination room Kent's or Supplee's Mechanical Engineer's or similar handbook for use in case it is allowed.

Applicants must be physically sound and in good health. (For further requirements see sec. 33.)

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 117. Draftsman, ship, Navy Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively, for each grade. Two grades of examination will be given for ship draftsmen.

**Grade 1.**—Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, pure and applied, covering geometry, mensuration, algebra, plane trigonometry, and the use of logarithmic tables, 20; MATERIALS AND DETAILS OF SHIP CONSTRUCTION, 20; DRAWING AND TRACING, 20; EDUCATION, TRAINING, AND EXPERIENCE, 40.

**Grade 2.**—Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, pure and applied, covering geometry, mensuration, algebra, plane



trigonometry, and use of logarithmic tables, 20; METHODS, MATERIALS AND SYSTEMS OF SHIP CONSTRUCTION, 20; DRAWING AND SCALE DIMENSIONED SKETCHES, 20; EDUCATION, TRAINING, AND EXPERIENCE, 40.

As a prerequisite for these positions applicants must, in addition to having a fair general education, be, for *grade 1*, graduates of or senior students in technical schools of good standing, or have had not less than three years' experience in shopwork of which at least one year shall have been in the drafting room; or be, for *grade 2*, graduates of a technical school of good standing with two years' experience in shopwork or drafting, or have had not less than five years' experience in shopwork of which three years shall have been in the drafting room.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in these positions in the Navy Department, Washington, D. C., and navy yards and other establishments of the Navy Department outside of Washington, D. C. The entrance salary for grade 1 ranges from \$3.28 to \$4 a day; for grade 2, from over \$4 to \$5.04 a day. Persons appointed from this examination are eligible to promotion in the service of the Navy Department to salaries of \$7.52, \$8, and, in a few cases, as high as \$10 and \$12 a day, depending upon the efficiency shown. (See sec. 17.)

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)  
**Sec. 118. Draftsman, topographic, Departmental Service.**—Age, 18 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the second and third subjects on the second day. Not more than five hours on the second day will be allowed for the work on lettering. The test in mathematics will be given on completion of the lettering test. No submitted drawings will be accepted. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING, a specimen of topographic drawing will be given for reproduction, in india ink, 35; LETTERING, tests of short words in different styles of lettering, and numbers are given, 35; MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 30.

The tests in drawing and lettering will be identical with the copyist topographic draftsman examination, so that those who intend to qualify both as topographic draftsmen and as copyist topographic draftsmen will take these tests but once and need file but one application, but should state therein that they desire both examinations. (See sec. 109.)

All competitors who attain an average percentage of 70 or more in the subjects of drawing and lettering will be eligible as copyist topographic draftsmen, and all who attain an average percentage of 70 or more in those subjects and a general average of at least 70 per cent in those subjects combined with mathematics, will also be eligible as topographic draftsmen.

The supply of eligibles for this position has not been equal to the demand.

All topographic draftsman positions in the departments in Washington are filled from this register, or, if there are no eligibles thereon, from the copyist topographic draftsman register.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 119. Draftsman, topographic, Panama Canal Service.**—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of six and five hours, respectively. The first and second subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY MATHEMATICS, comprising geometry, trigonometry, algebra, and

mensuration, 20; PLOTTING FROM FIELD NOTES, 30; DRAWING AND LETTERING, 30; TRAINING AND EXPERIENCE, 20.

Applicants must indicate in their applications that they have had at least three years' experience in civil engineering work, or are graduates in civil engineering from a reputable school.

Competitors who attain an average rating of less than 70 in the second and third subjects will not be eligible for appointment, and the remaining subjects of their examination will not be considered.

Each competitor should bring for use in the examination a protractor of radius  $2\frac{1}{2}$  to 4 inches showing  $\frac{1}{2}$  degrees—preferably two, of 2-inch radius and 5-inch radius, respectively—a scale 300 feet to the inch, a straightedge, triangles, and every other drawing material, except drawing paper, that will be needed to plot field notes to scale and make pen-and-ink drawings.

Applicants must be physically sound and in good health. (For further requirements see sec. 83.)

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 120. Drainage engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 121. Editorial clerk.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 122. Electrical engineer and draftsman, Supervising Architect's Office, Treasury Department.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 123. Electrician, Departmental Service.**—Age, 20 years or over; application and examination form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 39), 10; PRACTICAL QUESTIONS, covering the materials and the operation, maintenance and repair of generators, switchboards, distribution wiring, motors, and auxiliary electrical apparatus used as equipment of public buildings, 65; TRAINING AND EXPERIENCE, 25.

Experience in the care, maintenance, repair, and operation of station storage batteries and lead burning is very desirable in this examination, and persons with such qualifications should state fully their experience in the application.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 124. Electrotyper, finisher, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 6; ARITHMETIC, 6; LETTER WRITING, 6; PENMANSHIP, 6; COPYING FROM PLAIN COPY, 6 (all third grade, see sec. 41); CORRECTION OF PROOF, embracing the interpretation of proof-readers' marks, 20; TRAINING AND EXPERIENCE, rated on Forms 304 and 1747, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 125. Electrotyper, molder, Government Printing Service.**—Age, 21 years or over; application and examination forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 41); TRAINING AND EXPERIENCE, rated on Forms 304 and 1747, 60. Applicants must show that they have served at least five years in the trade, three years

of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

**Sec. 126. Electrotypist-stereotypist, Government Printing Service.**—This examination has been discontinued. (See electrotypist, finisher, sec. 124; electrotypist, molder, sec. 125; and stereotypist, sec. 252.)

**Sec. 127. Elevator conductor, Departmental Service.**—Age, 20 years or over; application and examination form, 304, including the medical certificate; time allowed, three hours. No person will be admitted to this examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING AND EXPERIENCE, 50. Under the subject of "experience," no credit will be given except for actual experience as elevator conductor, or as electric motor-man or electric craneman, and applicants who have not had at least six months' such experience will not be admitted to the examination. If an applicant has had only six months' experience, that experience must have been gained within the twelve months just prior to the date of application.

Applicants must fully indicate the kinds of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of experience.

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

For local services outside of the District of Columbia the examination will be held in the city in which, or in the vicinity of which, a vacancy exists. The examination will be held only when eligibles are needed, and will be duly announced.

**Sec. 128. Engineer, Indian Service.**—Age, 20 to 50 years; application and examination form, 304, including the medical certificate. Owing to the widely varying conditions in the various schools and agencies of the Indian Service, general engineering examinations will be given under the following separate branches. An applicant may take one or more than one of these, in his discretion. The prospects of appointment will be increased by passing more than one of the branches indicated.

In making application, applicants should state at the head of the application the exact title and also the particular branch or branches in which examination is desired in order that the proper papers may be shipped.

Experience will be rated on the statements in the application, satisfactorily corroborated. Applicants are required to file only one application form in case examination is desired in more than one branch, and they should state as definitely as possible the experience they have had which would tend to qualify them in the branches selected. The ratings in each branch will be determined separately, and a separate register will be maintained for each branch. Two days will be required in case more than two branches are taken. Subjects of examination and relative weights of subjects on a scale of 100 shown under each branch are as follows:

*Branch 1.*—STEAM ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering installation, repair, and operation of boilers and steam engines and pumps, 60; TRAINING AND EXPERIENCE in handling steam engines and boilers and pumps, 40.

**Branch 2.—ELECTRICAL ENGINEERING;** time allowed, three hours. PRACTICAL QUESTIONS, covering generators and motors, switchboard apparatus, wiring for lighting and power, 60; TRAINING AND EXPERIENCE in handling electrical apparatus, 40.

**Branch 3.—HEATING;** time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering heating by hot water and exhaust or live steam, 60; TRAINING AND EXPERIENCE in handling heating plants, 40.

**Branch 4.—REFRIGERATION;** time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering systems of refrigeration and operation of necessary apparatus, 60; TRAINING AND EXPERIENCE in handling refrigerating apparatus, 40.

**Branch 5.—GAS AND GASOLINE ENGINES;** time allowed, two hours. PRACTICAL QUESTIONS, covering operation of gas and gasoline engines, 60; TRAINING AND EXPERIENCE in handling gas and gasoline engines, 40.

**Branch 6.—HYDRAULICS;** time allowed, two hours. PRACTICAL QUESTIONS, covering operation of water turbines and water wheels, 60; TRAINING AND EXPERIENCE in handling turbines and water wheels, 40.

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

(For information concerning the Indian Service, see sec. 32.)

**Sec. 129. Engineer and draftsman, civil.**—(See Civil engineer and draftsman, sec. 83.)

**Sec. 130. Engineer and draftsman, heating and ventilating, Supervising Architect's Office, Treasury Department.**—Age, 18 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN HEATING AND VENTILATING, involving a competent knowledge of mathematics and plumbing, and of heating and ventilation of buildings, both theoretical and practical, 35; DRAWING AND DESIGN, involving ability to design and draw plans, etc., for the heating and ventilating plants of modern public buildings, 35; TRAINING AND EXPERIENCE, 30.

Applicants must have had not less than four years of practical experience in the designing or installation of heating and ventilating systems in large buildings. A technical degree in heating and ventilating engineering will be considered equivalent to not over two and one-half years of the four specified.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors who fail to attain an average rating of at least 70 in the first two subjects will not be eligible for appointment.

The entrance salary of this position is \$1,200 a year.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 131. Engineer and draftsman, structural, Supervising Architect's Office, Treasury Department.**—Age, 23 years or over; application form, 1312; time allowed, two days of seven and one-half and seven hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN ENGINEERING CONSTRUCTION, 70; TRAINING AND EXPERIENCE, 30.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination.

Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment.

The usual entrance salary of this position is \$1,600 or \$1,800 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment at a salary more than \$1,600. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule, and should bring for use throughout the examination a Carnegie, Cambria, or Bethlehem handbook. Explicit instructions regarding the use of handbooks in the examination will be printed on the sheets. Each competitor should also bring a drawing board 18 inches square, and drawing instruments.

The duties of this position are confined to the engineering problems involved in first-class building construction. The examination will consist of practical questions based upon the work required, particular attention being paid to fireproofing and waterproofing, and to designing in steel and reinforced concrete, including foundations. Applicants must have had not less than five years' practical experience, of which at least two years should be in either steel designing (not merely detailing) or construction work. A degree in civil engineering from a technical school of recognized standing will be considered as equivalent to not more than two years of the five years above mentioned.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 132. Engineer, chief marine, Coast and Geodetic Survey.**—Age, 25 to 45 years, application and examination form, 1800. No educational test is required. Each applicant must submit with his application a license from the Steamboat-Inspection Service or a certificate from that service showing the character of the license which is held by him, and must give in his application the names and tonnages of vessels upon which he has been employed.

An eligible selected for appointment will, upon reporting for duty, be given a physical examination by a medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

Applications for this examination may be filed at any time.

**Sec. 133. Engineer Department at large.**—All positions under the Engineer Department at large, except as provided in paragraph (c) below, are under one of two headings—those requiring an educational test, known as “educational positions,” and those requiring no educational test, known as “noneducational or trades positions.”

(a) The positions requiring an educational test are—

Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500). Junior engineers (civil, mechanical, or electrical); these employees may perform the duties of inspectors, overseers, surveyors, hydrographers, computers, designers, draftsmen, levelmen, recorders, sextant observers, topographers, transitmen, etc., and may also be employed in any clerical position. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 2 or higher class (salary \$1,400 or more). Draftsmen, junior engineer and higher grades, engravers, lithographers, and similar positions when of class 3 or higher class (salary \$1,600 or more). Clerks (including copyists), bookkeepers, stenographers and typewriters, messengers, messenger boys, timekeepers, watchmen, skilled laborers, and elevator conductors. Scientists, specialists, and employees in positions not specifically referred to herein as of noneducational class, or excepted from classification, will be considered of educational class unless authority to class as noneducational is given by the Chief of Engineers.

(b) The “noneducational or trades positions” requiring no educational tests are—

Superintendents of class 4 (salary \$1,800 to \$2,000); these positions are to be restricted to the few cases in which conditions of work necessitate the appointment of those especially qualified by training and experience for the particular duty to be performed, but who have not the technical nor the theoretical education required for superintendents of the educational class, class 5 (salary \$2,000 to \$2,500). Inspectors and overseers of class 3 (salary \$1,600 to \$1,800); these positions are intended, primarily, to provide for inspectors and overseers who have heretofore been con-

sidered as of the educational class by reason of the rate of pay required to secure their services, but who have not the theoretical training to permit of their being properly classified in the "junior engineer" grade. Inspectors and overseers of class 2 or lower class (salary less than \$1,600); these positions relate to duties requiring experience and special skill, but not necessarily technical educational training. Foremen, including those performing duties of master laborer, master workman, master carpenter, and the like. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 1 or lower class (salary less than \$1,400). Masters, mates, pilots, steam engineers, and similar positions, which in private employ require a license from the Office of Steamboat Inspection, and applicants for these positions are required to have such a license. Surveymen (who may perform duties of transitmen, levelmen, recorders, rodmen, chainmen; and the like), and receivers of material, when of class D or lower class (salaries less than \$1,000). Engravers, lithographers, transferrers, shapers, and similar positions, when of class 2 or lower class (salary less than \$1,600). All the mechanical trades. All employees performing the duties of blasters, boarding masters, brakemen, bridge tenders, cement testers, concrete finishers, cranesmen, dam and valve tenders, deputy inspectors, divers, dredge engineers, electricians, enginemen (including all steam engineers not licensed), fort keepers, gardeners, gauge readers, handymen, helpers, janitors, leadsmen, light keepers, linesmen, lock masters, lockmen, powdermen, riggers, shipkeepers, stewards, strikers, telegraph and telephone linemen, trackmen, truckmen, and similar positions.

All positions of draftsman below the grade of junior engineer draftsman in the Engineering Department at Large are filled through an examination consisting of a rating on training and experience and a rating on submitted specimens of drawing and lettering, the two elements having equal weights in the total rating. Examinations will be announced when eligibles are needed. Application blanks (Form 1312) will not be distributed until an examination has been announced. Promotion to the position of junior engineer draftsman will be made upon noncompetitive examination after not less than one year's service, provided the applicant's training and experience are such as to qualify him for the higher position.

(c) The unclassified positions.

All unskilled laborers and those employed in positions such as the following are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen: Apprentices to the mechanical trades, axmen, bakers, boatmen, charwomen, cooks, cooks' helpers, deck hands, derrick hands, dredge hands, drillmen, drivers, floormen, hostlers, lamplighters, laundresses, oilers, sailors, scowmen, stevedores, stokers, teamsters, waiters, and weavers.

All unclassified employees are of class A or B (salaries less than \$840). If necessity arises for a higher rate of pay for any of the positions named in the preceding paragraph than is allowed in class B, and such employment is authorized by the Chief of Engineers, the position becomes a classified one, and the appointment must be made as for other employees in noneducational or trades positions.

Positions requiring an educational test, if not filled by reemployment from "furlough without pay," from "laid off," or by reinstatement, transfer, or promotion, will be filled by certification from the eligible registers of the Civil Service Commission. Assistant engineers and superintendents of class 5 (salary \$2,000 to \$2,500) will be appointed by promotion. Draftsmen of the grade of junior engineer draftsman or higher grade are certified either from the junior engineer or draftsmen registers. In positions requiring no educational tests, vacancies which can not be filled by reemployment from "furlough without pay," from "laid off," or by reinstatement, transfer, or promotion, with exceptions noted below, will be filled by officers in local charge of engineering districts from lists prepared by local civil-

service boards or from registers maintained in offices of civil-service district secretaries (see sec. 35). Superintendents of class 4 (salary \$1,800 to \$2,000) will be appointed by promotion. Special inspectors or overseers of class 3 (salary \$1,600 to \$1,800) will be appointed by promotion from inspectors or overseers of class 2 (salary \$1,400 to \$1,600), or by reclassification of those now in the service.

Apply for information concerning employment in any of the mechanical trades, or other positions not requiring educational tests, to the board of examiners for the Engineer Department at large in the engineer district in which employment is desired.

Boards for this service are located at the following places:

Albany, N. Y.	Little Rock, Ark.	Portland, Oreg.
Baltimore, Md.	Los Angeles, Cal.	Rock Island, Ill.
Boston, Mass.	Louisville, Ky.	St. Louis, Mo.
Buffalo, N. Y.	Manila, P. I.	St. Paul, Minn.
Charleston, S. C.	Memphis, Tenn.	San Francisco, Cal.
Chicago, Ill.	Milwaukee, Wis.	San Juan, P. R.
Cincinnati, Ohio.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	Montgomery, Ala.	Seattle, Wash.
Dallas, Tex.	Nashville, Tenn.	Vicksburg, Miss.
Detroit, Mich.	New London, Conn.	Washington, D. C.
Duluth, Minn.	New Orleans, La.	Wheeling, W. Va.
Galveston, Tex.	Newport, R. I.	Wilmington, Del.
Grand Rapids, Mich.	New York, N. Y.	Wilmington, N. C.
Honolulu, Hawaii.	Norfolk, Va.	Yellowstone Park, Wyo.
Jacksonville, Fla.	Philadelphia, Pa.	
Kansas City, Mo.	Pittsburgh, Pa.	

All clerical and professional positions are filled from appropriate registers of eligibles or from specially announced examinations. (See sec. 43.)

**Sec. 134. Engineer, stationary steam, Departmental Service.**—This examination will be given only when eligibles are needed. (See sec. 43.)

**Sec. 135. Engraver, copperplate map, Geological Survey and Coast and Geodetic Survey.**—Age, 18 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. No educational test is required. Applicants are rated upon the character and degree of excellence of samples of engraving, which must be submitted with their applications. The samples should show the quality of the applicants' work in lettering, water lines, contour lines, hill shading, sanding, culture, and other map features. Their experience and the nature of their previous employment will be considered.

**Sec. 136. Engraver, script, square letter, and vignette, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. Applicants are required to file only one application form in case examination is desired in more than one kind of engraving. No educational test is required. Applicants are rated upon the character and degree of excellence of the samples of engraving, which must be submitted with their applications. Their experience and the nature of their previous employment may be considered.

**Sec. 137. Engrossing clerk, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 138. Examiner of surveys, General Land Office.**—(See Surveyor, General Land Office, sec. 260.)

**Sec. 139. Farmer, Indian Service.**—From the list of eligibles resulting from this examination appointments will also be made to the position of industrial teacher, male. Age, 21 to 50 years; application form, 304, including the medical certificate; time allowed, six and one-half hours. If the competitor desires to take the

examination for both the eastern and western districts, one hour additional will be allowed for the additional sheet of practical questions in farming. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, 5; FARM ECONOMY, relating to farm implements, appliances, machinery, and construction of farm buildings, 20; PRACTICAL QUESTIONS IN FARMING, embracing operations with soils, crops, and timber, in dairying, stock raising, orcharding, and gardening as applied to general farming, 30; KEEPING ACCOUNTS, 5; TRAINING AND EXPERIENCE IN FARMING AND CARPENTRY, rated on Form 304 and corroborative evidence, 35.

Applicants who fail to show training and experience which entitles them to a rating of 70 per cent in the sixth subject will not be admitted to the examination. (For further requirements see sec. 32.)

Applicants should make a full and detailed statement of any experience they have had in farming by irrigation. The number of years so engaged, the character of the crops grown, the acreage irrigated, and the place or places where the experience was obtained must be fully shown. Eligibles who have had such experience will usually be first certified for appointment.

In rating the subject of training and experience special credit will be given graduates of recognized agricultural colleges and those experienced in handling farm help. This experience is considered valuable, as the farmer in the Indian Service is expected to lead Indians in agricultural lines, awakening in them interest in their work.

Two lists of practical questions in farming will be prepared. Applicants living in the western districts will be given practical questions in farming appropriate to that portion of the United States, while those in the eastern districts will be given practical questions in farming appropriate to the eastern districts, unless in any instance the applicant indicates a desire to be examined for another district than that in which he lives.

For purposes of certification the country will be divided into four districts, the first of which will include the States of Washington, Oregon, Idaho, Montana, and Wyoming; the second, the States of California, Nevada, Utah, Colorado, Arizona, and New Mexico; the third, the States lying east of the eastern boundary of Colorado, Wyoming, and Montana and north of the southern boundary of Nebraska, Iowa, Illinois, Ohio, Pennsylvania, and New Jersey; and the fourth district, the States lying east of New Mexico and Colorado and south of the line above indicated for the third district.

Certifications will be made for filling vacancies as they may occur—first, of those eligibles who are residents of the district in which the vacancy exists, and, second, of those who are residents of other districts and who have taken the examination for the district in which the vacancy exists.

The Indian Office has experienced considerable difficulty in securing a sufficient number of unmarried farmers, it being impossible in some instances to provide quarters for married men and their families.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time, it will be announced.

**Sec. 140. Farmer, with knowledge of irrigation, Indian Service.**—This examination has been discontinued. (See Farmer examination, sec. 139.)

**Sec. 141. Federal Reserve Board.**—Positions under this board are not in the competitive classified service. For information apply to the Federal Reserve Board, Washington, D. C.

**Sec. 142. Federal Trade Commission.**—With the exception of the secretary, the clerk to each commissioner, the attorneys, and such special experts and examiners as the commission may, from time to time, find necessary for the conduct of its



work; all employees of this commission are in the competitive classified service, and vacancies are filled in the same manner as those occurring in other competitive positions.

**Sec. 143. Field clerk (minor), Reclamation Service.**—From the list of eligibles resulting from this examination appointments will be made to the position of minor field clerk in the Reclamation Service. Both men and women will be admitted to the examination. Age, 18 years or over; application form, 1371; time allowed for basis subjects, four hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which, if either, of the optional subjects named below they desire to take, and additional time as indicated will be allowed for the subjects in which examination is given.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 25; LETTER WRITING, 25; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 20. (All second grade, see sec. 40.)

Competitors who so request in answer to Question 1 of their applications may also be examined in either or both of the following optional subjects: (1) STENOGRAPHY. Time, one hour. In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript. (2) TYPEWRITING, consisting of copying from rough draft, 30; copying from plain copy, 30; time, 40. (See sec. 242 for description of tests.) One hour will be allowed for this subject, but if the competitor requires more than 35 minutes no credit will be given for the time consumed on the typewriting sheets.

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects; (2) of eligibles having the highest ratings on the basis subjects and one of the optional subjects combined, giving the basis a weight of 2 and the optional considered a weight of 1; (3) of eligibles having the highest rating on one of the optional subjects and who have also passed on the basis subjects; and (4) of eligibles having the highest total ratings on the basis and optional subjects combined. In making certification as above indicated, no optional in which the rating is less than 50 per cent will be considered. If the needs of the service at any time require only persons who are qualified in one or both of the optional subjects, competitors will be required to take such subject or subjects and to attain a rating of at least 50 therein in addition to an average of 70 in the basis subjects in order to become eligible for appointment.

Persons appointed from this examination will not be promoted beyond \$900 a year without further examination. Appointments will be made for the field service only, and appointees will have no status for transfer without further examination. Appointments to positions paying more than \$900 a year will be made from other examinations, such as Bookkeeper (see sec. 68), Clerk, Forest and field clerk (see sec. 146), Stenographer and typewriter (see sec. 248), etc.

This examination will be held as frequently as the needs of the service require. Application blanks may be secured from the district secretary of the eighth, tenth, eleventh, or twelfth civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 35.)

In filling vacancies in this position preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality

becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 144. Field matron, Indian Service.**—Applicants must be in good health and physically robust, as the work is arduous; in many places it requires long drives or horseback rides visiting Indian families. As the duties of a field matron are such that she is frequently required to be away from her headquarters over night attending sick Indians, it is not deemed advisable to appoint to this position any person who has dependents who would necessarily have to accompany her to the post of duty, and persons so situated should not enter the examination. From the list of eligibles resulting from this examination certification will also be made to the position of female industrial teacher. Age, 25 to 45 years; application and examination form, 1312, including the medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **KEEPING ACCOUNTS**, memoranda of domestic supplies with or without cost are given and the competitor is required to make proper entries in accounting therefor, etc., 5; **ESSAY**, relating to the Indian's mode of living, etc., 5; **ELEMENTARY SEWING**, practical questions relating to methods, stitches, etc., and the making of a sample of elementary sewing, 10; **COOKING AND GENERAL HOUSEHOLD MANAGEMENT**, including care of food, its preparation and nutritive value, and housekeeping, 15; **SANITATION, HYGIENE, CARE OF THE SICK, AND CARE AND FEEDING OF CHILDREN**, embracing matter relative to water supply, disposal of waste, etc., use of disinfectants, and home nursing, 15; **HOME GARDENING AND POULTRY RAISING**, 5; **METHODS OF SOCIAL WORK**, relating to social conditions and civic betterment, etc., 5; **TRAINING AND EXPERIENCE**, 40.

Applicants must clearly indicate in their applications what experience, if any, they have had in the management of their own homes or in the instruction and training of others in the household arts. They must answer fully what experience and training, if any, they have had in (a) cookery, (b) household sanitation, (c) sewing, (d) care of the sick, (e) care and feeding of infants, (f) home gardening and poultry raising, and (g) social work, such as reform, settlement, slum, civic betterment, or any similar line of work.

A part of the examination will be the making, by each competitor, of a sample of elementary sewing at the examination. This test is a part of the third subject. Each competitor must bring needle, scissors, thimble, thread (No. 50 or 60), and a piece of white muslin 8 by 12 inches for sample work.

(For information concerning the Indian Service, see sec. 32.)

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 145. Fish culturist, Bureau of Fisheries.**—Age, 20 to 45 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: **ARITHMETIC** (first grade, see sec. 39), 20; **PENMANSHIP**, 15; **REPORT WRITING** (first grade, see sec. 39), 25; **PRACTICAL QUESTIONS IN FISH CULTURE, AQUATIC BIOLOGY, AND PHYSICS**, 30; **TRAINING AND EXPERIENCE**, 10.

Competitors who fail to attain an average rating of at least 70 in the first three subjects, with the weights indicated above, and also a rating of at least 70 in the fourth subject, will not be eligible for appointment.

Under the subject of training and experience, credit will be given for experience in practical fish culture and for a college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Fish culturist at large, \$900 to \$960 a year; fish culturist, \$900 a year; assistant messenger, car service, \$900 a year; messenger, car service, \$1,000 a year; and foreman of station, \$900 to \$1,200 a year.

Persons appointed as a result of this examination are, after satisfactory service, eligible to promotion without further examination to the following positions in the Bureau of Fisheries: Car captain, \$1,200 a year; superintendent of station, \$1,500 a year; and field superintendent, \$1,800 a year.

This examination will be held on April 14, 1915. (See secs. 1 and 2.)

**Sec. 146. Forest and field clerk.**—From the list of eligibles resulting from this examination appointments will be made to the position of forest clerk in the Forest Service and positions requiring the qualifications tested by the examination in other branches of the service. Both men and women will be admitted to this examination, but women will not be employed as forest clerks. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office. Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of forest clerk; application form, 1371; time allowed, seven and one-half hours. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 39), 5; STENOGRAPHY, 25; COPYING FROM ROUGH DRAFT (typewriting, see sec. 242), 10; COPYING FROM PLAIN COPY (typewriting, see sec. 242), 5; TIME (see sec. 242), 10; ELEMENTS OF BOOKKEEPING, 20; ARITHMETIC (first grade, see sec. 39), 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 10.

In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

The forest and field clerk examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 35.)

In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

**Sec. 147. Forest assistant, Forest Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first four subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SILVICULTURE, comprising silvics, improvement of forests, methods of cutting for reproduction, artificial reforestation, etc., 20; ECONOMICS AND LAW, comprising direct and indirect importance of forests, public-land laws, special forest laws, etc., 5; FOREST MANAGEMENT, comprising forest finance, forest regulation, working plans, application of organized forestry, control of grazing, etc., 10; FOREST PROTECTION, comprising protection from fire, control of forest insects, fungous diseases, etc., 5; LUMBERING, comprising estimating of timber, scaling, logging, transportation of logs, manufacture of forest products, etc., 15; ENGINEERING, comprising plane and topographic surveying, and the construction of roads, trails, etc., 10; DENDROLOGY, comprising the

botanical classification and characteristics of forest trees, 10; **FOREST PRODUCTS**, comprising the utilization and preservation of wood, 5; **TRAINING AND EXPERIENCE** in theoretical and practical forestry, 20. Applicants must show in their applications all the theoretical and practical training and experience they have had. In order to receive a rating of 60 per cent on this subject, which is necessary for admission to the examination, applicants must have had the following minimum training and experience: (a) Not less than one full school year's theoretical and practical training in forestry at a forest school or at an established department of forestry in an institution of collegiate grade, or the full equivalent of such training; (b) for those who have not attended forest schools, not less than two years' experience in practical forestry work in the field.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 148. Forest assistant, Philippine Service.**—Age, 20 to 40 years; application form, 2, including medical certificate. Subjects and weights identical with those for forest assistant, Forest Service. (See sec. 147.) Usual entrance salary, \$1,400. Field expenses are allowed appointees when absent on duty from their permanent station. (For further requirements see sec. 34.)

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 149. Forest Service.**—On December 17, 1904, the President issued an order which classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, and it was provided that forest supervisors and rangers should be selected, when practicable, from qualified citizens of the States or Territories in which the said forests, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service under the direction and control of the Forester.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, scaler, forest ranger, assistant forest ranger, forest guard, planting assistant, and clerk.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, forest assistant, or other person eligible for promotion.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant. Clerks, forest assistants, lumbermen, assistant forest rangers, and planting assistants are appointed through competitive examination. With the exception of the examination for forest assistant, which is usually held annually, examinations for this service are held only when eligibles are needed. (See secs. 146 and 147.)

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires or when other special work requires additions to the regular forest force. Persons thus employed are known as forest guards and temporary laborers, and serve only as long as required.

No examination is required for the position of forest guard. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

**Sec. 150. Freedmen's Hospital.**—The following positions now existing and any similar positions which may be hereafter created in this hospital will be filled through noneducational examination:

Cook, head; cook, second; cook, third; drivers; laborers; laundresses; laundrymen; maids; orderlies; pupil nurses; waiters.

Applicants must be physically healthy and of good moral character. Applicants for the position of pupil nurse must be between 21 and 35 years of age, and for other positions between 18 and 35 years of age, except that preference claimants may be examined without regard to age. (See sec. 297.)

Positions other than those mentioned above will be filled from certifications made from registers maintained by the Civil Service Commission. General registers will be used as far as possible and due publicity will be given to any examination announced especially for filling positions in the Freedmen's Hospital.

Applications for positions for which noneducational examinations are given can be obtained from the Secretary of the Board of Examiners at the Freedmen's Hospital, Washington, D. C., and when fully executed should be returned to him. Applications may be filed at any time, but registers will be established on the first of January, April, July, and October of each year unless lack of eligibles necessitates the rating of papers at other times.

**Sec. 151. Geologic aid, and assistant geologist, Geological Survey.**—Age, 20 years or over; application form, 1312.

The examination will consist of two parts, which will be given on consecutive days. Competitors for the position of geologic aid will be examined only in Part I; competitors for the position of assistant geologist will be required to take both Parts I and II of the examination. If a competitor attains an average of less than 70 per cent in Part I, the second part of his examination will not be considered. An applicant who desires to apply for both positions need file but one application.

Competitors who pass Part I of the examination will be eligible for appointment to the position of geologic aid, in which the salaries paid will range from \$60 to \$100 a month when actually employed; those passing both Parts I and II will be eligible for appointment to the position of geologic aid and also that of assistant geologist, in which the salaries will be from \$1,200 a year up. The salaries in either position will depend on the experience and qualifications of the appointees. Geologic aids who have passed Part II in a previous examination will not be required to pass again the examination for assistant geologist in order to gain eligibility for promotion to that rank.

**Geologic aid, and assistant geologist (Part I).** Subjects of examination and relative weights of subjects on a scale of 100: **ELEMENTARY CHEMISTRY, PHYSICS, AND MATHEMATICS**, 20; **FRENCH OR GERMAN**, translation into English of scientific matter, 10; **GENERAL GEOLOGY AND MINERALOGY**, 30; **INTERPRETATION OF GEOLOGIC AND TOPOGRAPHIC MAPS**, 25; **TRAINING AND EXPERIENCE**, 15.

**Assistant geologist (Part II).** Subjects of examination and relative weights of subjects on a scale of 100: **ESSAY** on a geologic subject, accompanied by drawings (both English composition and drawing will be rated on this subject), 30; **GEOLOGY**, special subjects: (a) **Economic geology**; (b) **paleontology**; (c) **petrology**; (d) **stratigraphy**; (e) **underground water**. (The competitor may select any one or more of these special subjects as a part of his examination. Ten questions are given in each. The order in which the special subjects will be given will be determined at the time of the examination and can not be stated in advance. Three and one-half hours are allowed for each special subject taken, and generally it will be practicable to give the competitor one of these subjects on the second day of the examination. The remaining special subjects will be given on the following days. Separate registers of eligibles will be established for each of the special subjects, and the name of a competitor will be entered upon the register of each examination which he passes), 40; **TRAINING AND EXPERIENCE**, 30.

In answer to Question 1 of the application applicants must state which examination they desire to take. Those who apply for the assistant geologist examination must also state the special subjects mentioned in the second subject in which they desire to be examined. Applicants who have previously passed the geologic aid

examination and desire to qualify for the position of assistant geologist will not be required to take Part I of the examination. They may, if they desire, take Part I in order to renew their eligibility on the geologic aid register.

One day will be allowed all competitors for Part I of this examination. On the second day those competitors who take the assistant geologist examination will be given the first subject of Part II, and also, if practicable, one of the special subjects mentioned in the second subject. The remaining special subjects will be given on following days.

It is not probable that these examinations will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 152. Geological Survey.**—Temporary field positions in the Geological Survey are graded as follows:

*Grade 1.*—Geologic field assistant, hydrographic field assistant, topographic field assistant, triangulation field assistant, transitman, levelman.

*Grade 2.*—Rodman, chainman, recorder, collector.

*Grade 3.*—Teamster, packer, cook, camp laborer, etc.

*Grade 4.*—Assistants doing occasional work.

Temporary employees for positions in grade 1 must be selected from the registers of the Civil Service Commission as far as practicable.

Positions in grade 1 may be filled by selections outside the civil-service registers in the following cases:

(a) When there are no eligibles on the appropriate register who will accept such employment.

(b) When the character of the field service is such that special qualifications are essential and these qualifications are not possessed by any eligibles. This condition applies especially to positions with parties in Alaska and the more remote parts of the West where experience as a boatman or horseman may be essential.

(c) When an unforeseen emergency arises during the progress of the field work necessitating the immediate filling of the position. Cases of this kind may be due to the position of assistant becoming vacant through the incompetency or disablement of the incumbent or through necessary rearrangement of parties.

Temporary employment for positions in grade 2 may be made for the field season without examination. The positions in this grade, by reason of their duties, are within the competitive service; but because of the brief period of employment appointments through examination at the present time are considered impracticable.

Temporary employment for positions in grade 3 may also be made without examination for the field season, as the positions in this grade are mostly unclassified and remote from the cities where registers for unclassified laborers are maintained, and in such cases where the duties are partially those of classified positions the brief periods of employment make appointments through examinations impracticable.

As appointments to grade 4 are for occasional services only and are given to residents in the particular place at which such services are desired, and as the compensation is merely nominal and not sufficient to provide for the support of any person, no examination will be required.

Persons desiring appointment to temporary positions in the field force of the Geological Survey, where such appointment is permissible without examination as shown above, should apply to the Director of the Geological Survey, Washington, D. C.

(For technical examinations held for positions in the Geological Survey, see secs. 151, 156, 171, 176, and 271.)

**Sec. 153. Government Hospital for the Insane.**—Apply for information concerning employment in the positions of attendant and classified laborer to the secretary of the board of examiners at the Government Hospital for the Insane, Washington, D. C.

**Sec. 154. Guard, United States Penitentiary Service.**—Age, 21 to 60 years; application form, 304. The medical certificate in Form 304 must be executed. Time allowed,

three hours. For the penitentiary at McNeil Island, Wash., applications will not be accepted from persons who are not at least 5 feet 8 inches in height and 145 pounds in weight; and for other penitentiaries from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight. The commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage, and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination and relative weights on a scale of 100 are: SPELLING, 10; ARITHMETIC, 5; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); PHYSICAL ABILITY, 20; TRAINING AND EXPERIENCE, 40.

There are three United States penitentiaries in which guards are employed—at Fort Leavenworth, Kans., Atlanta, Ga., and McNeil Island, Wash. Residents of the States of Washington and Oregon and the northern judicial district of California are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge of such institution, who will be communicated with concerning the applicant's fitness for employment as a guard in a United States penitentiary.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

Appointments to the position of watchman in the Bureau of Engraving and Printing, Washington, D. C., are made from the register established for the position of guard. Competitors who wish to be considered for positions in the Bureau of Engraving and Printing should have the county officer's certificate executed and meet the residence and domicile requirements specified in section 17.

**Sec. 155. Horticulturist.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 156. Hydrographic engineer, Geological Survey.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 157. Immigrant inspector, Immigration Service.**—From this examination the positions of immigrant inspector and Chinese inspector will be filled. Age, 20 to 55 years; application form, 1312; time allowed, seven and one-half hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 15 (all first grade, see sec. 39); COPYING FROM PLAIN COPY, 5 (second grade, see sec. 40); PRACTICAL QUESTIONS IN THE IMMIGRATION AND CHINESE-EXCLUSION LAWS AND REGULATIONS, 30; TRAINING AND EXPERIENCE, 20.

Competitors who fail to receive a rating of at least 70 in the subject "Practical questions in the immigration and Chinese-exclusion laws and regulations" will not be eligible for appointment, and the remaining subjects will not be rated. Copies of the immigration and Chinese-exclusion laws may be obtained from the Department of Labor, Washington, D. C.

It is desired to secure persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request in answer to Question 1 of their applications may also be examined in one or both of the following optional subjects: (1) **STENOGRAPHY AND TYPEWRITING**, including the stenography and typewriting tests of the examination for stenographer and typewriter. Stenography will be given a weight of 30, and the typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 242 and 247 for description of tests.) A competitor who attains a rating of less than 70 in stenography, or an average rating of less than 70 in the three typewriting tests, and time, with the weights indicated above, will not be eligible in this optional. Time, not to exceed two hours and ten minutes. (2) **INTERPRETING** one or more of the following languages: Arabic, Armenian, Assyrian (Arabic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindoo, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Arabic), Turkish, Yiddish (Hebrew jargon). Applicants who desire to qualify in one or more of these languages will, upon notice to that effect, be furnished a copy of Form 1141, and the languages selected must be specifically named in answer to Question 1 of Form 1141 or Form 1312. No educational test in the languages will be given, but the rating in the language will be based upon the statements of the persons whose names and addresses the applicant furnishes on Form 1141, who can read and speak the language concerning which they vouch. At least two, but not more than three, names of persons must be furnished by the applicant for each language in which he desires to qualify. The same person may vouch for as many different languages as he is able to read and speak. No credit will be given for any language in which a rating of less than 70 per cent is received.

A register will be established containing the names of all competitors who become eligible on the basis subjects, and separate registers of those who are eligible on the basis and one of the optional subjects.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States will be divided into four districts, the Mississippi River to be the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California to be the dividing line north and south. (For mounted inspector, Immigration Service, on the Mexican border see sec. 204.)

This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 158. Income tax.**—Positions under the income-tax law in the Treasury Department at Washington, D. C., below the grade of chief of division are in the competitive classified service, and appointments to such positions will be made in the same manner as to other classified positions. Positions under this law in the field outside of the Treasury Department at Washington, D. C., are filled under such regulations as may be prescribed by the Secretary of the Treasury. For information in regard to such positions application should be made to the Secretary of the Treasury, Washington, D. C.

**Sec. 159. Indian Insane Asylum.**—The board of examiners for this asylum has been abolished. Positions in this asylum are filled from appropriate eligible registers for the Departmental and Indian Services.

**Sec. 160. Indian Irrigation and Allotment Services.**—All positions in these services are classified and subject to examination except those hereafter mentioned under the heading "Unskilled laborers." The positions are divided into two general classes—first, those requiring an educational test, and, second, those requiring no educational test, and known as trades positions.



**Educational positions.**—The principal positions requiring an educational test are: Engineers; assistant engineers; junior engineers; surveyors; draftsmen; clerks, bookkeepers, stenographers, skilled laborers, copyists, and typewriters; specialists or experts. Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission.

**Trades or noneducational positions.**—Supervisors of ditches; superintendents of construction or grading; foremen; timekeepers; rodmen, chainmen, and similar positions; carpenters, blacksmiths, masons, and sawyers. All employees performing special duties, such as concrete finishers, cranesmen, dam and head-gate tenders, dredge engineers, ditch riders, electrical assistants, enginemen, line riders, powdermen, riggers. The employment of Indians in any of these positions is permissible without registration.

Applications for these positions are to be made to local boards of examiners.

Local boards of examiners have been constituted by the commission at the following points: California—Office of Chief Engineer, Federal Building, Los Angeles, Cal. New Mexico—Office of Superintendent of Irrigation, Albuquerque, N. Mex. Oregon—Office of Superintendent of Irrigation, Klamath Agency, Oreg. South Dakota—Office of Special Allotting Agent, Pierre, S. Dak. Utah—Office of Superintendent of Irrigation, Myton, Utah. Washington—Office of Special Allotting Agent, Nespelem, Wash.; Office of Superintendent of Irrigation, Toppenish, Wash. Wyoming—Office of Superintendent of Irrigation, Wind River, Wyo.

**Unskilled laborers.**—Unskilled laborers, such as apprentices in mechanical trades, axmen, bakers, cooks, derrickmen, drillmen, drivers, hostlers, teamsters, etc., to be appointed by the engineer in charge without examination.

**Sec. 161. Indian reservation superintendent, Indian Service.**—Age, except employees of the Indian Service, 25 years or over; application forms, 304, including the medical certificate, and special form.

Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.

Applications, with the accompanying examination material, will be rated and the register replenished quarterly, as soon as practicable after the first of January, April, July, and October. To receive consideration for a particular quarter, applications must be filed not later than the fifteenth of the preceding month. Subjects of examination and relative weights of subjects on a scale of 100: GENERAL EDUCATION AND SPECIAL TRAINING, 30; SPECIAL EXPERIENCE AND FITNESS, 40; ESSAY, 10; THESIS, 20.

The requirements of this examination demand that those who obtain eligible ratings must have had a broad general education and considerable special training along the lines of business management, economics, political science, applied sociology, and history, and have been reared in such economic and social environments as have brought them into real contact with the various kinds of humanity and the conditions under which they live. Experience in dealing with Indians or of a sociological nature is important. They should also have had executive experience, that along agricultural, industrial, or financial lines being considered valuable.

The duties of this position will be of a supervisory nature and will relate to farming (sometimes with irrigation), forestry, boarding schools and district day schools, grazing, questions of health (particularly tuberculosis and trachoma), combating the liquor traffic with Indians, and all human problems that can arise out of these various relations. Many of these reservations are as large as some of the smaller Eastern States, have several thousand Indians upon them, and possess varied natural resources. Each superintendent is therefore bound to come in contact with difficult economic and sociological problems.

The salaries of these positions range from \$1,200 to \$3,000 a year.

(For information concerning the Indian Service, see sec. 32.)

**Sec. 163. Industrial teacher, Indian Service.**—(Female, see Field Matron, sec. 144; male, see Farmer, sec. 139.)

**Sec. 163. Industrial teacher (men only), Philippine Service.**—Applications for this position are received by the commission at any time.

Age, 20 to 40 years; application form, 2, including medical certificate. Time allowed, six hours if the competitor takes the practical questions in ironworking or woodworking but not both. If the questions in both are taken, one hour additional will be allowed for the additional questions. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING on some subject relating to the trade, 15; PEN-MANSHIP, 5; ARITHMETIC, comprising problems involving addition, subtraction, multiplication, division, elementary bookkeeping, percentage, decimals, and problems in mensuration, 10; METHODS OF PRESENTING AND TEACHING THE TRADE, 20; PRACTICAL QUESTIONS, including a simple mechanical drawing, in (a) IRONWORKING and (b) WOODWORKING (competitors may be examined in either (a) or (b) or may take both if they desire), 30; TRAINING AND EXPERIENCE, 20.

The work of American men teachers is largely of a supervisory character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

Industrial work is being emphasized more strongly each year. Teachers of carpentry and forging and machine-shop practice are in great demand. There is need for men with sufficient knowledge of machinery to run small sawmills.

Practical teachers who are masters of their trades will find responsible and remunerative positions. More than thirty provincial schools are fully equipped with woodworking machinery, and many have both woodworking and ironworking machinery.

Applicants for this examination should have had experience in teaching these trades or should have had school training in them. Persons who are merely journeymen are not desired.

Competitors must supply themselves with small drawing board, drawing instruments, and india ink.

(For further requirements, see sec. 31.)

As there are a large number of names on the industrial teacher register this examination will not be given during the spring of 1915.

**Sec. 164. Inspector's assistant, Bureau of Animal Industry, Department of Agriculture.**—This examination has been discontinued. (See Lay inspector, sec. 183.)

**Sec. 165. Internal-revenue examination.**—For information and application form for classified positions in this service applicants should write to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 35.)

Attention is invited to the following provision of the urgent deficiency act, approved October 22, 1913:

"Hereafter any deputy collector of internal revenue or deputy marshal who may be required by law or by authority or direction of the collector of internal revenue or the United States marshal to execute a bond to the collector of internal revenue or United States marshal to secure faithful performance of official duty may be appointed by the said collector or marshal, who may require such bond without regard to the provisions of an act of Congress entitled 'An act to regulate and improve the civil

service of the United States,' approved January 16, 1883, and amendments thereto, or any rule or regulation made in pursuance thereof, and the officer requiring said bond shall have power to revoke the appointment of any subordinate officer or employee and appoint his successor at his discretion without regard to the act, amendments, rules, or regulations aforesaid."

For information relating to positions connected with the administration of the income-tax law, see section 158.

**Sec. 166. Interpreter.**—This examination will be held only when eligibles are needed. (See sec. 43.) Persons requesting to be notified of this examination should state the languages in which they are proficient.

**Sec. 167. Irrigation engineer, Department of Agriculture.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 168. Irrigation engineer, Reclamation Service.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 169. Junior chemist, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, seven hours for the first three subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first three subjects will be given on the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally two of the optional subjects desired by the competitor will be given on the second day and two on each succeeding day. Not more than two of the optional subjects will be given the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: GENERAL CHEMISTRY, 15; ELEMENTARY PHYSICS, 10; FRENCH AND GERMAN, 10; PRACTICAL QUESTIONS on each optional subject chosen, 35; EDUCATION, TRAINING, AND EXPERIENCE, 30.

Examination will be given in the following-named optional subjects, and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Advanced inorganic chemistry. | 7. Organic chemistry.        |
| 2. Analytical chemistry          | 8. Pharmaceutical chemistry. |
| 3. Biological chemistry.         | 9. Physical chemistry.       |
| 4. Dairy chemistry.              | 10. Sanitary chemistry.      |
| 5. Food chemistry.               | 11. Soil chemistry.          |
| 6. Metallurgical chemistry.      |                              |

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional subjects will not be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

An educational training equivalent to that required for graduation from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive his degree within six months from the date of the examination, is a prerequisite for consideration for this position. Certification of such senior students will be contingent upon their graduation within the time specified.

Each applicant must furnish in his application form the vouchers of two persons who are professionally qualified to vouch for the applicant.

The usual entrance salary for junior chemists ranges from \$1,200 to \$1,440 a year, but persons showing in their examination that they are unusually qualified are occasionally appointed at higher salaries not to exceed \$1,740 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those who attain an average percentage of 80 or more in the examination and who have had at least two years' practical experience in chemical work since graduating from college.

Certification will be made, as a result of this examination, to fill vacancies in the positions of assistant chemist, Bureau of Chemistry; junior chemist, Bureau of Mines and Bureau of Soils; laboratory assistant in chemistry and assistant chemist, Bureau of Standards, and vacancies in other positions requiring similar qualifications.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 170. Junior engineer, Reclamation Service.**—Age, 20 to 45 years; application form, 1312. The medical certificate in application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Time allowed, two days of seven hours each. The first two subjects will be given on the first day, and the third and fourth on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATHEMATICS AND APPLIED MECHANICS**, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms or a slide rule, elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; **THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER**, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; **THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING**, as covered in first-class surveying textbooks, 20; **DRAWING AND LETTERING**, problem to show a knowledge of construction and use of contours, 15; **TRAINING AND EXPERIENCE**, 20.

In rating training and experience a minimum rating of 70 per cent will be given applicants who have just graduated or are about to graduate in civil engineering from any reputable technical school or college. Higher ratings will be given for special education or practical experience. Junior engineers may be appointed assistant engineers (see sec. 58), provided they possess the requisite qualifications, and may be promoted to engineer positions in the discretion of the department. Failure to attain 70 per cent in experience will not in itself render a competitor in this examination ineligible.

From the eligible list obtained from this examination secondary positions in the Reclamation Service, with a salary of \$900 a year and upward, will be filled. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for junior engineer may be placed on the register for assistant engineer (see sec. 58) if his ratings and experience are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Applicants should provide themselves with a slide rule, a straightedge, a scale showing 400 feet to the inch, and such other drawing instruments as may be necessary in making a contour map.

All questions are such that any competent third or fourth year technical student with little practical experience may be expected to answer them satisfactorily.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 171. Junior engineer, Technologic Branch, Geological Survey.**—(See Junior engineer, Bureau of Mines, secs. 173 and 175.)

**Sec. 172. Junior engineer, civil, Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Applicants for this position will be given the examination for civil engineer in the Departmental Service. (See sec. 80 for entrance requirements and description of tests.) From the eligible list secured as a result of this examination, selection may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 173. Junior engineer, mechanical, Bureau of Mines.**—Age, under 30 years; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of five and seven hours, respectively. The first two subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY AND PHYSICS, 10; ESSAY on a mechanical engineering subject, accompanied by sketches, 20; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MECHANICAL ENGINEERING, INCLUDING TESTING OF FUELS, 30; TRAINING AND EXPERIENCE, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mechanical engineering, or that they are senior students in such institutions and will complete the required course in June.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 174. Junior engineer, mechanical or electrical, Engineer Department at large.**—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Time allowed, two days of six and four hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure

mathematics to and including calculus, 20; CONSTRUCTION AND OPERATION of boilers, engines, electric machinery and apparatus, materials of construction, etc. (general questions on mechanical and electrical engineering), 25; THEORY AND PRACTICE OF (a) MECHANICAL ENGINEERING, or (b) ELECTRICAL ENGINEERING (questions on advanced theory and practice), the competitor to select (a) or (b), 30; TRAINING AND EXPERIENCE, 25.

No applicant who has not had at least five years' good experience in mechanical (or electrical) engineering work will be admitted to this examination. Graduation in mechanical (or electrical) engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of mechanical (or electrical) engineering about to graduate or just graduated and others who have filled minor positions and who have not received a suitable technical training will not be admitted to the examination.

From the eligibles secured as a result of this examination, selections may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who are within the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Competitors in this examination will be allowed to use a slide rule.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 175. Junior engineer, mining, Bureau of Mines.**—Age, under 30 years, except that applications are accepted from persons under 35 years of age who have had the necessary educational training and have also had actual experience in rescue and recovery work at mine disasters, have made investigations and reports concerning mine disasters and their possible causes, and have had training and experience in the wearing of artificial breathing apparatus and in first aid to the injured; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY AND PHYSICS, 10; MINERALOGY AND GEOLOGY, 10; ESSAY, accompanied by sketches, on a subject relating to mining, 10; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MINING OPERATIONS, including tunneling, blasting, hoisting, ventilation, shaft sinking, etc., 30; TRAINING AND EXPERIENCE, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mining engineering, or that they are senior students in such institutions and will complete the required course in June.

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 176. Junior topographer.**—(Formerly topographic aid examination.) Age, 20 to 30 years, except that the maximum age limit in the case of men who have had five field seasons' experience in any Government bureau as technical field assistants doing topographic work similar to that executed by the Geological Survey is 35 years.

Application form, 1312. The medical certificate on the application form must be executed. Time allowed, two days of six and seven hours, respectively. The first and second subjects will be given on the first day; the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 15; SURVEYING, USE AND CARE OF INSTRUMENTS, AND ELEMENTS OF ASTRONOMY as applied to surveying (the field questions are all elementary in character and do not involve any mathematical knowledge beyond that required under subject 1), 15; CONTOUR CONSTRUCTION, consisting of drawing contour lines from given perspective view, 25; TOPOGRAPHIC DRAWING AND LETTERING, 15; TRAINING AND EXPERIENCE, 30.

Appointment to permanent positions in the Geological Survey will be made from the junior topographer register. Certifications for filling temporary positions during the field season will be made from the topographic aid register. (See sec. 271.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject "training and experience."

Competitors must supply themselves with drawing board not less than 15 inches square, drawing pen, pencil, scale, ink, and square or triangles.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 43.)

**Sec. 177. Kindergarten teacher, Indian Service.**—This examination has been discontinued. (See Teacher examination, sec. 285.)

**Sec. 178. Laboratory apprentice, Bureau of Standards.**—Men only; age, 17 to 21 years; application form, 1312; time allowed, two days of seven and three hours, respectively. The first three subjects will be given on the first day and the fourth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 39), 10; ELEMENTARY ALGEBRA AND GEOMETRY, 25; ELEMENTARY PHYSICS, 25; ELEMENTARY MECHANICAL DRAWING, 20; SPECIAL TRAINING, 20.

Special consideration in rating the element of special training will be given to graduates of mechanical training, technical, or scientific schools, or to those who have had equivalent training in scientific or technical laboratories.

Each competitor must supply himself with a small drawing board, T square, triangle, ink, pens, pencils, drawing instruments, and a scale divided into sixteenths.

The entrance salaries for this position range from \$480 to \$540 a year.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 179. Laboratory assistant, Bureau of Standards.**—Men only; age, 20 to 35 years; application form, 1312; time allowed, four hours for the first two subjects combined, and three and one-half hours for the practical questions in each optional subject taken. The first two subjects will be given on the morning of the first day. The order in which the optional subjects will be given can only be determined at the time of the examination and can not be stated in advance, but generally one of the optional subjects desired by the competitor will be given on the afternoon of the first day and two on each succeeding day. Not more than two of the optional subjects will be given to the competitor on any one day.

Subjects of examination and relative weights of subjects on a scale of 100: GENERAL PHYSICS, 25; FRENCH OR GERMAN, 10; PRACTICAL QUESTIONS on each optional subject chosen, 35; EDUCATION, TRAINING, AND EXPERIENCE, 30.

Examination will be given in the following-named optional subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                                      |                            |
|--------------------------------------|----------------------------|
| 1. Advanced general physics.         | 4. Electrical engineering. |
| 2. Ceramics.                         | 5. Paper technology.       |
| 3. Civil and mechanical engineering. | 6. Textile technology.     |

A competitor must attain a rating of at least 70 per cent in the practical questions in at least one of the optional subjects to be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional subject.

An educational training equivalent to graduation from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to receive a degree within six months from the date of examination, is a prerequisite for consideration for these positions. Certification of such senior students will be contingent upon their graduating within the time specified.

The entrance salaries of these positions range from \$900 to \$1,200 a year.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 180. Land law clerk, Departmental Service.**—Age, 18 years or over; application and examination form, 1312; time allowed, two days of five hours each. The first five subjects will be given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 39); PRACTICAL QUESTIONS in elementary law and in United States public-land laws and procedure, 40; TRAINING AND EXPERIENCE, 30.

Appointments from this register are made to the position of land law clerk in the Forest Service, Department of Agriculture, at entrance salaries ranging from \$900 to \$1,600 a year, and to the position of register and receiver's clerk in local land offices, under the Department of the Interior, at an entrance salary of \$900 a year, with possibility of promotion to \$1,000, \$1,100, \$1,200, \$1,300, and \$1,400, in the order designated. Appointments may also be made to positions in other branches of the service in which a knowledge of public-land laws and procedure is necessary.

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 181. Law clerk, Departmental Service.**—Age, 20 years or over; application form, 1312; time allowed, two days of five hours each. The first five subjects are



given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 39); LAW, embracing practical questions upon nearly the entire field of law, excepting technical rules of practice and statutory laws not common to all the States, 70. Competitors who fail to attain a rating of 70 in the subject of law will not be eligible for appointment and the remaining subjects will not be rated.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 182. Law clerk-stenographer-typewriter.**—From the list of eligibles resulting from this examination appointments will be made to the position of clerk, qualified in law, stenography, and typewriting, and to the position of naturalization examiner in the Department of Labor. This examination supersedes the examination for naturalization examiner. Age, 22 to 40 years, but no eligible who is under 27 years of age will be certified to the position of naturalization examiner, and no person under 24 years of age will be certified for appointment to a position in the Field Service; application form, 304. Time allowed, two days of six and six and one-half hours, respectively. The first eight subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY (see sec. 242), 20; COPYING AND SPACING (typewriting, see sec. 242), 4; COPYING FROM ROUGH DRAFT (typewriting, see sec. 242), 3; COPYING FROM PLAIN COPY (typewriting, see sec. 242), 2; TIME, 6; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 10; ARITHMETIC (first grade, see sec. 39), 5; SPELLING (first grade, see sec. 39), 5; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 5; LAW (law clerk, see sec. 181), 35.

These positions offer opportunities for advancement in work and salary in the Bureau of Naturalization at Washington, and from there by transfer to field positions where an exceptionally fine opportunity exists for acquiring experience and knowledge of court procedure and practice in both Federal and State courts.

In order to become eligible as a result of this examination competitors must attain a rating of at least 70 in the subject of law, of at least 70 in stenography, and an average rating of at least 70 in the three typewriting tests and time, with the weights indicated. Should a competitor fail in these subjects, the remaining subjects of his examination will not be considered.

This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 183. Lay inspector, Bureau of Animal Industry, Department of Agriculture.**—Men only. This examination will be held only when eligibles are needed. (See sec. 43; also Veterinarian, sec. 279.)

**Sec. 184. Librarian.**—This examination will be held only when eligibles are needed. (See sec. 43; also Library cataloguer examination, sec. 186; also Scientific assistant examination, sec. 235.)

**Sec. 185. Library assistant.**—This examination will be held only when eligibles are needed. (See sec. 43; also Library cataloguer examination, sec. 186, and Scientific assistant examination, sec. 235.)

**Sec. 186. Library cataloguer, Departmental Service.**—Age, 18 to 40 years; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LIBRARY ECONOMY, 30; BIBLIOGRAPHY, including cataloguing and indexing, 35; GERMAN, AND EITHER FRENCH OR SPANISH, 10; EDUCATION, TRAINING, AND EXPERIENCE, 25.

At least one year's training in a library school, or one year's experience in actual library work in a library where modern methods are employed, is a prerequisite for consideration for this position.

The entrance salary of this position ranges from \$720 to \$1,000 a year.

This examination will be held on April 14, 1915. (See secs. 1 and 2.)

**Sec. 187. Library of Congress.**—Applicants for positions in the Library of Congress should address the Librarian of Congress, Washington, D. C., as these positions are not in the classified service.

**Sec. 188. Life-Saving Service.**—A person to be eligible for appointment to the position of surfman must be a citizen of the United States; not under 18 nor over 45 years of age; not less than 5 feet 5 inches in height; not less than 135 nor more than 205 pounds in weight without clothing; must reside in the district in which he seeks employment; must be able to read and write the English language; must not have passed an examination for surfman within approximately one year next preceding; *must be a good swimmer*; must have had at least three years' experience as a surfman, sailor with incidental experience as row boatman, or row boatman: *Provided*, That where an applicant has had at least one year's experience in the handling and operating of motor boats in rough water, two years' experience as surfman, sailor with incidental experience as row boatman, or row boatman shall be considered sufficient: *Provided further*, That no credit shall be allowed for experience of any kind obtained before the age of 15 years. No educational test is required.

The names of persons who are found upon examination to be eligible will be entered upon the register of eligibles quarterly—January 1, April 1, July 1, and October 1. Applications that are received in complete form at the commission prior to December 15, March 15, June 15, and September 15 will be considered for the register to be established on the first of the next succeeding month.

Applications for examination may be filed at any time. Apply for information concerning examinations for surfman in this service to the keeper of the life-saving station nearest your place of residence.

Clerical and other positions in this service are filled in the same manner as similar positions in other parts of the classified service.

**Sec. 189. Lighthouse Service.**—All clerks, stenographers and typewriters, typewriters, and other clerical employees, and messengers, watchmen, and skilled laborers will be appointed through certification from registers established in the civil-service district in which the appointments are to be made. (See sec. 35.) Superintendents, assistant superintendents, aids, cadet engineers, and cadet officers and all other technical or professional employees will be appointed through certification from registers established by the Civil Service Commission or in other manner prescribed by the civil-service rules.

All mechanics, foremen, and master mechanics who are not excepted from examination, keepers, assistant keepers, and other competitive employees of lighthouse tenders, light vessels, and light stations not designated in the preceding paragraph are appointed by selection from the proper register of eligibles prepared by the local boards unless appointed in some other manner permissible under the civil-service rules.

Apply for information concerning examinations for this service to the inspector of the lighthouse district in which employment is desired. Numbers of districts and headquarters are as follows:

1st .....	Portland, Me.	11th .....	Detroit, Mich.
2d .....	Boston, Mass.	12th .....	Milwaukee, Wis.
3d .....	Tompkinsville, N. Y.	13th .....	Rock Island, Ill.
4th .....	Philadelphia, Pa.	14th .....	Cincinnati, Ohio.
5th .....	Baltimore, Md.	15th .....	St. Louis, Mo.
6th .....	Charleston, S. C.	16th .....	Ketchikan, Alaska.
7th .....	Key West, Fla.	17th .....	Portland, Oreg.
8th .....	New Orleans, La.	18th .....	San Francisco, Cal.
9th .....	San Juan, P. R.	19th .....	Honolulu, Hawaii.
10th .....	Buffalo, N. Y.		

(See also secs. 48, 73, 74, 112, and 256.)

**Sec. 190. Linotype operator.**—(See Printer, sec. 223.)

**Sec. 191. Local and assistant inspector of boilers, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1087.

An applicant for the position of local inspector of boilers must have had at least five years' actual practical experience as chief engineer of ocean or inland steamers of American registry of over 100 gross tons, or as first assistant engineer of steamers of American registry of 600 gross tons or over, at least one year of which experience must have been within the five years next preceding the date of application. The experience required must have been under United States license, and the fact that he has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any vessels owned and operated by the United States, whether under license or not, or who has had three years' experience at sea as a commissioned engineer officer or as a warrant machinist in the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service.

An applicant for the position of assistant inspector of boilers must have the same qualifications as for local inspector, except that the term of service required is three years, at least one year of which must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**An applicant who wishes to be examined for both the lake and river service and the seacoast and harbor service should so indicate in answer to Question 1 of his application.**

In making certifications for the positions of local and assistant inspector of boilers in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat-inspection district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days of eight hours each. The first and second subjects will be completed and the third subject begun on the first day. The third subject will be completed on the second day.

If the competitor is examined for both the lake and river service and the seacoast and harbor service, four hours will be allowed on the third day for the additional questions on boilers and machinery.

Subjects of examination and relative weights of subjects on a scale of 100: **LETTER WRITING**, a letter of not less than 100 words on some subject of general interest. Competitors are permitted to select one of two subjects given, 10; **ARITHMETIC**, including problems in common and decimal fractions, mensuration, and square root, 10; **BOILERS AND MACHINERY**, comprising practical questions relating to boilers, engines, and machinery of steam vessels, and strength of boiler material, 60; **TRAINING AND EXPERIENCE**, 20.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of boilers he must receive at least 70 per

cent in the examination in boilers and machinery, and an average percentage in the entire examination of at least 70.

Form 1405, containing further information concerning the positions of local and assistant inspector of boilers, will be furnished upon application to the commission.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 192. Local and assistant inspector of hulls, Steamboat-Inspection Service.**—Age, 25 to 55 years; application form, 1087.

The examinations are of the following classes: 1. For seaboard and harbor ports. 2. Lake and river ports.

In the following, the terms "seaports" and "seaboard ports" refer only to the ports of Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Los Angeles, Cal.; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York, N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.; and the term "inland ports" refers to all other inspection ports.

An applicant for the position of local inspector of hulls for seaboard ports must have had at least five years' actual practical experience, under United States license, as master of seagoing steam vessels or of inspected seagoing motor vessels of American registry of over 100 gross tons, or as chief mate of seagoing steam vessels of American registry of over 100 gross tons, a portion of which time must have been on seagoing steam vessels or on inspected seagoing motor vessels of 500 gross tons or over, or as second mate of seagoing steam vessels of American registry of over 4,500 gross tons; for inland ports an applicant must have had at least five years' actual practical experience, under United States license, as master or first-class pilot of steam vessels or of inspected motor vessels of American registry of over 100 gross tons. At least one year of the required five years' experience must have been within the five years next preceding the date of application. The experience as master must have been on vessels required by law to carry a licensed master. The fact that the applicant has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any steam vessels owned and operated by the United States, whether under license or not, or who has served at sea for three years as a line officer of the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service. An applicant for the position of local or assistant inspector of hulls must be free from the defect of color-blindness.

An applicant for the position of assistant inspector of hulls must have the same qualifications as for local inspector, except that the required term of service is three years, at least one year of which service must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

**The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to Question 1 of their applications.**

The examinations are of the following classes:

1. For seaboard ports on inland waters of the Atlantic and Pacific coasts. The examination for this class includes sea navigation. 2. Inland ports on the inland waters of the Atlantic and Pacific coasts. Examination in sea navigation is not included. In this class are the ports of Albany, N. Y.; Burlington, Vt.; and New

York, N. Y. (Inland register.) 3. Ports on the Gulf of Mexico, including New Orleans, La.; Apalachicola, Fla.; Galveston, Tex.; and Mobile, Ala. 4. Ports on the Great Lakes. 5. Ports on central western rivers.

In making certifications for the positions of local and assistant inspector of hulls in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat inspection district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days. First day, seven hours for the first four subjects; second day, one and one-half hours for lifeboats and life rafts, two and one-half hours for sea navigation (if this subject is taken), and one hour and twenty minutes for each additional sheet taken by the competitor on the subjects of hull construction and pilot rules and inland navigation. The additional sheets will be given only to competitors who are qualified to take the examination for other districts than the ones of which they are legal residents.

*Examination for ports not requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, comprising problems in common and decimal fractions, mensuration, and square root, 10; HULL CONSTRUCTION, comprising questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and method of joining same, 30; PILOT RULES AND INLAND NAVIGATION, comprising questions on the pilot rules of the Board of Supervising Inspectors and Inland Navigation, 20; LIFEBOATS AND LIFE RAFTS, comprising questions relating to the capacity of lifeboats and life rafts, 10; TRAINING AND EXPERIENCE, 20.

*Examination for ports requiring a knowledge of sea navigation.*—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, 10; HULL CONSTRUCTION, 20; PILOT RULES AND INLAND NAVIGATION, 20; LIFEBOATS AND LIFE RAFTS, 10; SEA NAVIGATION, including practical questions relating to sea navigation, 10; TRAINING AND EXPERIENCE, 20.

NOTE.—The subject of sea navigation will be required at the following-named ports only: Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Los Angeles, Cal.; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York,<sup>1</sup> N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of hulls he must receive at least 70 per cent in the examination in hull construction, at least 70 per cent in pilot rules and

<sup>1</sup> At the port of New York some of the positions do not require a knowledge of sea navigation, and for these there are necessary only the requirements for inland port positions; at this port, therefore, the subject of sea navigation in the examination will be optional, but all applicants who can qualify for seaport positions are advised to take this subject, as their prospects of appointment are thereby increased.

inland navigation, at least 70 per cent in each of the problems in sea navigation (where examination in sea navigation is required), and an average percentage in the entire examination of at least 70.

Each competitor taking the examination for the position of inspector of hulls for seaboard ports should bring to the examination room a copy of Bowditch's Navigator, or similar work on navigation containing the necessary tables for the solution of problems in latitude and longitude. Nautical almanacs will not be needed.

Form 1405, containing further information concerning the positions of local and assistant inspector of hulls, will be furnished upon application to the commission.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 193. Magazine attendant.**—This examination will be held only when eligibles are needed.

Apply for information concerning date and places of examination to the secretary of the board of examiners of the civil-service district in which employment is desired. (See sec. 35.)

**Sec. 194. Manual training teacher, Indian Service.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 195. Mate, Coast and Geodetic Survey.**—Age, 21 to 45 years; application and examination form, 1800. No educational test is required, but experience and character as shown by the application and vouchers will be rated on a basis of 100 for perfect, giving consideration to the date, length, quality, and character of the experience shown, and especially to experience which is continuous and recent. Applications for this examination may be filed at any time.

Each applicant must submit with his application a license as master or first or second mate issued by the Steamboat-Inspection Service, or a certificate from the service showing the character of the license which is held by the applicant, and should give in his application the names and tonnages of vessels upon which he has been employed. It is desired that vouchers be furnished from employers or superior officers under whom the applicant has worked. An eligible who is selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

**Sec. 196. Matron, Indian Service.**—Only applicants in perfect physical health, as shown by the medical certificate, will be permitted to enter this examination. From the list of eligibles resulting from this examination appointments will also be made to the positions of seamstress and housekeeper. Age, 24 to 45 years, but age limits do not apply to Indians, or to the wife of a superintendent of an Indian school who applies for examination for the position of matron, seamstress, or housekeeper in the same school; application and examination form, 304, including the medical certificate; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, about seven lines of ordinary prose containing 20 or more misspelled words, 5; DOMESTIC ECONOMY, comprising practical, economical housekeeping and the training of pupils in domestic science and good morals, 25; NURSERY MANAGEMENT AND DOMESTIC HYGIENE, involving a knowledge of the principles of domestic hygiene, the diseases of children and their treatment by the nurse, the ventilation and disinfection of the sick room, what to do until the doctor comes in emergency cases, and the general duties of a nurse, 25; CUTTING, FITTING, AND SEWING, involving a knowledge of the principles of cutting, fitting, and sewing by both hand and machine, 15; KEEPING ACCOUNTS, a memorandum of domestic supplies received and issued is given and the competitor required to make the proper entries to account for same, 10; TRAINING AND EXPERIENCE, 15.

This examination will be held on March 10, 1915. (See secs. 1 and 2.)

(For information concerning the Indian Service, see sec. 32.)

**Sec. 197. Meat inspector, Bureau of Animal Industry, Department of Agriculture.**—This examination has been discontinued. (See Lay inspector, sec. 183; also Veterinarian, sec. 279.)

**Sec. 198. Mechanical and electrical engineer.**—This examination will be held only when eligibles are needed. (See sec. 43; also Junior engineer, mechanical or electrical, sec. 174.)

**Sec. 199. Messenger, Departmental Service.** (See Subclerical examination, sec. 254.)

**Sec. 200. Messenger boy, Departmental Service.**—Age, 16 to 18 years; application form, 304; time allowed, three hours. For positions in the departments at Washington this examination is held *only at Washington*. The salary of the position is so small that it is not advisable to have applicants who reside at a distance from Washington apply for the examination. Messenger boys appointed since September 18, 1909, can not be promoted to another grade.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside of the District of Columbia the examination will be held in the city or vicinity in which a vacancy exists.

The examination will be held only when eligibles are needed.

**Sec. 201. Minor field clerk, Reclamation Service.**—(See Field clerk, minor, sec. 143.)

**Sec. 202. Mint and Assay Service.**—Mint or assay offices are located in the following-named cities:

*Mints.*—Denver, Colo.; New Orleans, La.; Philadelphia, Pa.; and San Francisco, Cal.

*Assay offices.*—Boise, Idaho; Carson, Nev.; Deadwood, S. Dak.; Helena, Mont.; New York, N. Y.; St. Louis, Mo.; Salt Lake City, Utah; San Francisco, Cal.; and Seattle, Wash.

An application for examination for employment in a mint or assay office will not be accepted from a person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry will be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

Classified positions in the Mint and Assay Service are arranged in the following schedules:

*Schedule A, positions excepted from examination by the civil-service rules.*—Appointments to these positions may be made by the Secretary of the Treasury without examination upon nomination by the head of the establishment: One private secretary or confidential clerk to the superintendent, and one cashier in each mint and one in the assay office at New York.

*Schedule B, technical positions.*—Appointments to the following positions will be made from registers of eligibles established through appropriate examinations: Assistant assayer, assayer's assistant, assistant coiner, assistant melter and refiner, assistant engraver, curator, chief electrician, chemist, dynamo tender, engineer, assistant engineer, foreman of laboratory, superintendent of refinery, foreman of refinery, weigher in assay department, foreman and assistant foreman not in Schedule D.

*Schedule C, clerical positions—Subdivision 1:* Appointments to these positions will be made from eligibles without regard to experience, from first-grade registers: Clerk, register of deposits, custodian of vaults. *Subdivision 2:* Appointments to these positions will be made from among eligibles who have had appropriate experience: Cashier in assay office other than that of New York City, assistant cashier, bookkeeper, all clerical positions requiring qualifications not tested by the ordinary clerk examination, chief clerk.

*Schedule D, mechanical trades and other skilled positions.*—For all positions under this schedule, evidence will be required of the physical fitness of applicants to fill the positions for which they are examined. *Subdivision 1:* Appointments to these positions will be made after a registration test based upon experience and previous employment: Annealer, blacksmith, carpenter, cutter, diemaker, electrician, fireman, foreman and assistant foreman not in Schedule B, lead burner, machinist, melter, painter, plumber, prover, roller, scale repairer, sewing woman, skilled workman. *Subdivision 2:* Appointments to these positions will be made after an examination consisting of a simple educational test and a rating based upon previous employment: Captain of the watch, coin counter, doorkeeper, elevator conductor, guide, helper, janitor, janitress, messenger, selector, superintendent of building, telephone operator, watchman.

*Schedule E, technical assistants.*—Appointments to these positions will be made after competitive examination in either electrical engineering, mechanical engineering, chemistry and metallurgy, or chemistry and assaying, to which examination only graduates from technical schools of recognized standing who are over 20 and under 25 years of age will be admitted.

*Schedule F, unclassified positions.*—Appointments to these positions in the assay offices at New York, Seattle, and St. Louis, and in the mints at Denver, New Orleans, Philadelphia, and San Francisco, will be made from the labor registers kept by the secretary of the appropriate civil-service district. In other assay offices appointments to this schedule may be made without registration.

Persons appointed to Schedule F shall not be assigned to duties pertaining to other schedules. The duties of a position and not its designation determine its inclusion in Schedule F. Positions, however designated, must not be treated as unclassified unless their occupants are regularly engaged wholly on mere unskilled manual labor. Among such duties are included charwork, care of animals, harness, and wagons, loading wagons, and moving heavy materials.

Examinations for positions in this service are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the secretary of the civil-service district in which the mint or assay office in which employment is desired is located. (See sec. 35.)

**Sec. 203. Monotype operator.** (See Printer, sec. 223.)

**Sec. 204. Mounted inspector, Immigration Service.**—This examination is held for filling positions of mounted inspector in the Immigration Service on the Mexican border. Persons appointed as a result of this examination will not be eligible for promotion to regular inspector positions without having first passed the examination which is given for entrance to the service as immigrant or Chinese inspector. Age, 21 to 45 years; application forms, 304 and 1878; time allowed, four hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 4; ARITHMETIC, 4; LETTER WRITING, 4; PENMANSHIP, 4; COPYING FROM PLAIN COPY, 4 (all third grade, see sec. 41); PRACTICAL QUESTIONS (as to the general features of the immigration and Chinese-exclusion laws), 30; TRAINING AND EXPERIENCE, 50.

Applicants for this position should be capable of performing the arduous work incident to what is known as "line riding," which involves the performance of duty in the rough and mountainous country along the Mexican boundary far remote from the centers of civilization.

This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 205. National military parks.**—The names and locations of national military parks are as follows: Chickamauga and Chattanooga National Park, Chattanooga, Tenn.; Gettysburg National Military Park, Gettysburg, Pa.; Shiloh National Military



Park, Pittsburg Landing, Tenn.; Vicksburg National Military Park, Vicksburg, Miss. For information concerning examinations for positions in this branch of the service apply to the district secretary of the civil-service district in which employment is desired. (See sec. 35.)

**Sec. 206. Naturalization examiner, Department of Labor.**—This examination has been superseded by the law clerk-stenographer-typewriter examination. (See sec. 182.)

**Sec. 207. Nautical expert, Hydrographic Office.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 208. Navy-Yard Service.**—A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it. Boards have been organized at the following naval establishments:

Navy yards at Portsmouth, N. H.; Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Washington, D. C.; Norfolk, Va.; Charleston, S. C.; Mare Island, Vallejo, Cal., and Puget Sound, Wash.; naval stations at Newport, R. I.; Key West, Fla.; New Orleans, La., and Pearl Harbor, Hawaii; Naval Proving Ground, Indian Head, Md.; Naval Training Station, Great Lakes, Ill.; Naval Academy, Annapolis, Md.; naval magazines at Iona Island, N. Y., and Lake Denmark, N. J.; depot of supplies, United States Marine Corps, Philadelphia, Pa.

All artisans and supervising artisans at navy yards or naval stations, or elsewhere in the field service of the Navy Department, not specifically excepted by law or Executive order, are included in the competitive classified service. All other positions embraced in Groups 2 to 5 (b), inclusive, in the list below are also in the competitive classified service.

The force in the Navy-Yard Service is divided under five groups, as follows:

**UNCLASSIFIED.**—*Group 1.* Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge, such as boys; boys, boiler scalers; dispensary attendants; hod carriers; laborers, common; stable keepers; stevedores; teamsters; hostlers; janitors.

**CLASSIFIED.**—*Group 2.* Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge, such as apprentices; boys, rivet heaters; dredgers; helpers; holders-on.

*Group 3.* Artisans, such as anchor makers; angle smiths; blacksmiths; block makers; boat builders; boiler makers; buffers and polishers; cabinetmakers; calkers; carpenters; carvers; chain makers; coffee roasters; coopers; coppersmiths; core makers; die sinkers; divers; drillers; drivers; electroplaters; engine tenders; fasteners; finishers; firemen; flag makers; flange turners; forgers; furnace men; galvanizers; gardeners; gas fitters; gas-producer men; hammermen; harness makers; horseshoers; joiners; leather workers; letterers and grainers; machinists; masons; mechanics, electrical; melters; mill men; millwrights; model makers; molders; oakum spinners; operatives, female; ordnance men; packers; painters; pattern makers; pavers; pile drivers; pipe coverers; pipe fitters; plasterers; plumbers; punchers and shearers; reamers; riggers; riveters; rollers, iron; sailmakers; saw filers; sawyers; seamstresses; sheet-metal workers; ship fitters; shipsmiths; shipwrights; slaters; spar makers; steam fitters; stonecutters; tinnerns; tin roofers; toolmakers; tool sharpeners; turners; upholsterers; varnishers and polishers; wharf builders; wheelwrights; wiremen.

*Group 4.* Supervising artisans, such as master mechanics, foremen; quartermen and leading men, in charge; foremen, quartermen, and leading men serving under other supervising artisans; tug masters.

*Group 5. (a)* Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification, such as artisan inspectors; assistant examiners; planners and estimators; progress men.

*(b)* Special employees who are required to have educational and technical qualifications, such as chemists; clerks; draftsmen; electrical experts; laboratorians; maga-

sine attendants; mechanical engineers; messenger boys; messengers; store laborers; subinspectors; timber inspectors; watchmen. The term "clerk" as here used is a general one, and includes the positions of bookkeeper, stenographer, and typewriter in addition to those usually designated as clerk.

Applications for employment in Groups 1, 2, and 3 will be received at the office of the labor board at the navy yard or naval station on each working day of the year. Applicants for positions which appear on the approved annual schedule of wages will be furnished with the blank forms to be executed by them, which forms must be returned, properly executed, at least two weeks before the end of the current quarter; otherwise they will be considered in the next quarter.

The positions embraced in Groups 4 and 5 (a), when not filled by promotion, may be filled through competitive examination. If an open competitive examination is to be held, notice thereof will be given by publication in the local press and by posting in the navy yard.

Positions embraced in Group 5 (b) in the Field Service are filled from registers maintained by the civil-service district secretaries (see sec. 35), or from registers in the office of the commission at Washington, D. C. For information concerning examinations for positions in Group 5 (b) application should be made to the district secretary of the civil-service district in which is located the navy yard or station in which employment is desired. (See Draftsman, copyist ship, sec. 108, and Draftsman, ship, sec. 117, this Manual.)

Applicants for employment in the occupations embraced in Group 1 will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which, except for boy applicants, includes a strength test.

The relative standing of applicants for positions embraced in Groups 2 and 3 will be determined by an examination comprising the elements of physical ability and training and experience. The ratings given to these elements will be based upon the applicant's statements in his application and upon corroborative evidence.

Applicants for original appointment to positions in Groups 1, 2, and 3 will be rated quarterly, and oftener when necessary to meet special needs.

The age limits for employment in positions embraced in Groups 1, 2, and 3 are as follows: *Group 1*—Boys, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 2*—Ordnance, shipmiths', blacksmiths', and anglesmiths' helpers, 21 years or over; apprentices, between 15 and 18 years, and boys, rivet heaters, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 3*—Riveters, 18 years or over; operatives, female, 18 years or over, except that applications will not be accepted from persons more than 40 years of age unless they have had at least one year's experience in operating power-driven sewing machines; ordnance men, 23 years or over; all others, 20 years or over.

With a few exceptions clerks at navy yards and naval stations are paid a per diem compensation for working days and national holidays, but not for Sundays, i. e., on a basis of 313 days in a year. Upon the completion satisfactorily of the usual probationary term a per diem clerk is given an absolute appointment, and his employment continues for an indefinite period. The entrance rate of pay for clerks varies in accordance with the character of the work, but the following table indicates approximately the rates allowed at entrance for routine clerical work, bookkeeping, typewriting, and stenography:

	Per diem.	Per annum.
Routine work.....	\$2. 00 to \$2. 48=	\$626. 00 to \$776. 24
Bookkeeping.....	2. 48 to 3. 04=	776. 24 to 951. 52
Typewriting.....	2. 48 to 2. 80=	776. 24 to 876. 40
Stenography.....	3. 04 to 3. 76=	951. 52 to 1, 176. 88

Vacancies for clerks at navy yards where the compensation is in excess of \$3.04 per diem are usually filled by promotion. In accordance with law per diem employees at navy yards are granted 15 days' leave with pay each year, and in the discretion of the Secretary of the Navy said leave may be extended not to exceed 15 days in any one year in exceptional and meritorious cases where such employee is ill. During the first year of employment, however, the 15 days' leave with pay is granted at the rate of 1½ days per month as earned.

**Sec. 209. Observer, Weather Bureau.**—(See Assistant observer, sec. 63.)

**Sec. 210. Ordnance Department at large.**—Positions in the Ordnance Department at large are arranged in two classes, namely, those requiring an educational examination and those filled through noneducational examination.

The positions requiring educational examination are: Chemist; clerk; draftsman; draftsman, apprentice; draftsman, assistant; engineer, civil; engineer, mechanical; messenger; photographer; skilled office laborer; watchman.

The positions requiring no educational tests are: Assistant foreman; assistant to inspector of ordnance; chief inspector; foreman; gang boss; inspector; master armorer; master carpenter; master harness maker; master machinist; master mechanic; master painter; master plumber; magazine keeper; rate setter; steamboat captain; storehouse keeper; storehouse keeper, assistant; superintendent of bridges; speed boss.

Annealer; assembler; blacksmith; boiler maker; barrel driller; barrel heater; barrel reamer; barrel rifler; barrel roller; barrel straightener; barrel turner; bluer; browner; burnisher; bricklayer; carpenter; core maker; casehardener; craneman; cutter; diesinker; drop forger; electrician; engineer; farrier; filer; file cutter; fireman; gauge maker; hair spinner; harness maker; instrument maker; jeweler; lens grinder; mason; machinist; miller; millwright; molder, painter; packer; pad maker; pattern maker; pipe fitter; plater; plumber; polisher; printer; profiler; punch-press operator; rigger; roofer; saddler; screw maker; shaver; slater; steam fitter; stocker; stonecutter; stonemason; tapper; temperer; tinsmith; tool grinder; toolmaker; tool keeper; toolsmith; wireman; woodworker, machine.

Assistant engineer; assistant machinist; assistant millwright; assistant molder; chipper; laboratory assistant; machine operator; skilled workman; steam-hammer driver.

Chauffeur; deckhand; draw operator; draw tender; guard; janitor; oiler; skilled laborer; switchman.

Helper: Blacksmith's, carpenter's, electrician's, furnace, machinist's, molder's, plumber's, polisher's, printer's.

Charwoman; laborer; stableman; teamster.

Apply for information concerning employment to the board of examiners at the ordnance establishment in which employment is desired or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See sec. 35.)

Boards for this service are located at the following places:

Augusta, Ga.	Philadelphia, Pa.	San Antonio, Tex.
Benicia, Cal.	Manila, P. I.	Springfield, Mass.
Dover, N. J.	New York, N. Y.	Watertown, Mass.
Fort Hancock, N. J.	Rock Island, Ill.	Watervliet, N. Y.

**Sec. 211. Parcel post.**—Examinations are not held especially for the parcel post, parcel mail being handled by the regular postal employees in the same manner that other mail matter is handled. For information concerning examinations for the Post-Office Service apply to the civil-service district secretary in charge of the district in which employment is desired. (See sec. 35.)

**Sec. 212. Pharmacist, third class, Public Health Service.**—Men only will be admitted to this examination; age, 21 to 30 years; application form, 1312; time allowed, two

days of seven hours each. The first five subjects will be given on the first day and the remaining subjects on the second day. The medical certificate on the application form must be executed by a medical officer of the Public Health Service. When this requirement would work a hardship upon an applicant because of his distance from such officer, he may have the certificate executed by any physician; in which event, however, he will be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants must show in their applications that they are graduates in pharmacy. Appointees may be required to move from place to place, as pharmacists are subject to change of station from time to time. Unmarried men or men with small families are preferred. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; LETTER WRITING, 5 (all second grade, see sec. 40); ELEMENTS OF BOOKKEEPING AND ACCOUNTS, 5; CHEMISTRY, comprising the general principles of chemistry, a consideration of the preparation and constitution of the principal inorganic salts and carbon compounds, 20; PHARMACY, comprising the theory and practice of pharmacy, and the preparations of the United States Pharmacopoeia, 40; MATERIA MEDICA, comprising the origin and preparation and general properties of drugs, physical and chemical, and the physiologic action, therapeutics, and dose, 15.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 213. Photographer.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 214. Physician.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of physician in the Indian Service, physician in the Panama Canal Service, physician (formerly district health officer) in the Philippine Service, acting assistant surgeon in the Public Health Service, surgeon and assistant surgeon in the Coast and Geodetic Survey, and positions requiring similar qualifications in other branches of the service. Age 21 years or over, but eligibles who were more than 40 years of age on the day of the examination will not be certified except for filling vacancies in the position of acting assistant surgeon in the Public Health Service, and eligibles who were less than 22 or more than 30 years of age on the day of the examination will not be certified for positions in the Panama Canal Service. *An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for any other service. An applicant who desires to become eligible for appointment in one or more of the other services need file but one application for all the services (including the Indian Service, Public Health Service, the Coast and Geodetic Survey, and the Panama Canal Service). As a result of this examination a person may be eligible at the same time for appointment in the Panama Canal Service and the departmental services.* Unmarried men are preferred for the Panama Canal Service.

Application forms, 2 for the Philippine Service and 1312, including medical certificate, for other services. For positions in the Philippine Service the medical certificate on Form 2 must be executed by some medical officer in the service of the United States. (See sec. 34.) For positions in the Public Health Service and in the Coast and Geodetic Survey the medical certificate on Form 1312 must be executed by an officer of the Public Health Service, except that when this requirement would work a hardship upon an applicant because of his distance from such officer he may have the certificate executed by any physician. In this event, however, he may be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants need not have the county officer's certificate executed.

Applicants must be graduates of recognized medical schools. Students who are members of the graduating class of any recognized medical school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the college showing that they have been graduated. Additional credit will be given to competitors for physician positions in the Tropics who have had special training in tropical medicine. Only persons who have had at least two years' experience in the practice of their profession since graduation will be eligible for appointment to the position of acting assistant surgeon in the Public Health Service.

Wherever practicable, appointments as acting assistant surgeon in the Public Health Service are made of eligibles residing at the place where the vacancy exists.

The number of surgeons and assistant surgeons in the Coast and Geodetic Survey actually employed and under pay at any time is nine. Four of these are employed in Alaska and on the Pacific coast, four in the Philippines, and one on the Atlantic coast and in Porto Rico. Officers serving in the Philippines receive 20 per cent additional pay and are usually relieved at the end of three years. All surgeons and assistant surgeons are attached to vessels; and while their first duty is to conserve the health of the crew, it is expected that they will take part in the work of the survey. Appointments will be confined to those who indicate in the personal question sheet of the examination willingness to accept service in any of the regions named.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, regional and minute anatomy, general physiology, the physiologic functions and relations of organs, 10; SURGERY AND SURGICAL PATHOLOGY, general and special surgery, surgical diagnosis, pathology, treatment, and technic, 20; CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS, elementary questions in inorganic and organic chemistry, the physiologic action and therapeutic uses and doses of drugs, 10; BACTERIOLOGY AND HYGIENE, the technic of bacteriologic laboratory methods, and the practical application of the principles of bacteriology and hygiene to prophylaxis and treatment, 15; GENERAL PATHOLOGY AND THEORY AND PRACTICE OF MEDICINE, the etiology, pathology, symptomatology, and treatment of diseases, 20; OBSTETRICS AND GYNECOLOGY, the general practice of obstetrics, diseases of women, their etiology, pathology, diagnosis, symptoms, and treatment, medical and surgical, 10; TRAINING AND EXPERIENCE, rated on the statement submitted by the applicant in his application, and corroborative evidence, 15.

Entrance salaries in the Indian Service range from \$900 to \$1,100 a year; in the Panama Canal Service, \$1,800 a year; in the Philippine Service, from \$1,600 to \$1,800 a year, with certain allowances for travel in the case of district health inspectors, and in some hospital positions other allowances, depending upon the nature of the work. In the Public Health Service the salaries range from \$480 to \$1,800 a year; in the Coast and Geodetic Survey the entrance salary is \$1,200, and those serving in the Philippines under the Coast and Geodetic Survey receive 20 per cent additional.

This examination will be held on March 10, 1915, for applicants for all services *except the Panama Canal and Philippine Services*. (See sec. 1 and 2.) It will also be held for the Indian Service only on February 3, 1915. It is not probable that the examination for the Panama Canal and Philippine Services will be held before the fall of 1915. Should an examination be held before that time it will be announced.

(For further information concerning the Indian Service see sec. 32; Panama Canal Service, sec. 33; Philippine Service, sec. 34.)

**Sec. 215. Plate printer, Bureau of Engraving and Printing.**—Age, 20 years or over; application and examination form, 1080. Applicants will be required to show that they have served an apprenticeship of at least four years. Those who began their

apprenticeship since April 1, 1906, will be required to show that at least three years of it was served during minority under the instruction of a competent plate printer, whose name and position must be indicated in the application blank, and that no part of this period was served under 16 years of age. The above restrictions will not operate as against those apprentices who began their apprenticeship after April 1, 1906, in the Bureau of Engraving and Printing. The kind of experience and the character of the plate printing done by the applicant are considered in determining the ratings on the subject of experience, the highest ratings being given for work of the same character as the plate-printing work required in the Bureau of Engraving and Printing. No educational test is required. Applications for this examination may be filed at any time. (For further information see sec. 42.)

**Sec. 216. Postal clerk, Panama Canal Service.**—Only single men who are experienced in all branches of post-office work will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, six hours. The county officer's certificate in the application form need not be executed. Applicants must have had at least two years' experience as clerk (not as carrier) in United States or Canal Zone post offices, and must be familiar with the receipt, distribution, and dispatch of mail matter, the issuance of money orders, the registration of mail, and the preparation of the various reports required of postmasters. Entrance salaries, \$100 and \$125 a month. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 20; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 40), 10; READING ADDRESSES, test in noting with pen or pencil on a printed sheet of addresses differences between the printed addresses and the written addresses of which they are a copy, 10; TRAINING AND EXPERIENCE, 20. (For further requirements see sec. 33.)

The positions of postmaster and assistant postmaster in the Canal Zone are filled by the promotion of postal clerks.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 217. Postal Savings System.**—The duties in connection with these depositories in classified post offices are performed by the clerks in such post offices, and applicants desiring such positions should enter the regular post-office examination. (See sec. 220.)

**Sec. 218. Postmasters.**—All positions of postmaster of the fourth class, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa, are in the competitive classified service. Appointment to offices having an annual compensation of as much as \$180 is made as a result of appropriate open competitive examination in accordance with the civil-service law and rules: *Provided*, That in the event that for the examination for any office there are less than three applicants the commission may in its discretion authorize selection in the same manner as provided for offices with annual compensation of less than \$180. Examinations are held only when specially announced. Applications are not received until such announcement is made. Appointment to offices having an annual compensation of less than \$180 is made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General directs a post-office inspector to visit the locality and make selection and recommendation for appointment from among the persons filing applications, such selection and recommendation to be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The recommendation of the post-office inspector is approved or disapproved by the Post Office Department, and the department reports its action to the Civil Service Commission. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the commission upon request.

Postmasters at first, second, and third class post offices are appointed by the President subject to confirmation by the Senate.

**Sec. 219. Post-office inspector, Post Office Department.**—This examination will be given only upon the request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department, or in the office of the Auditor for the Post Office Department, for promotion or transfer to this grade. Application should be made to the Postmaster General, Washington, D. C.

**Sec. 220. Post-Office Service.**—The position of city letter carrier and the positions of assistant postmaster and clerk in first and second class post offices are classified. A board of examiners is organized at each classified post office for the purpose of furnishing information in regard to examinations and to hold examinations. For information relative to appointment to positions in third-class post offices application should be made to the Postmaster General, Washington, D. C. Apply for information concerning examinations for positions in first and second class post offices to the board of examiners at the post office in which employment is desired. (See secs. 35 and 211; also Postmasters, sec. 218.)

**Sec. 221. Press feeder (cylinder or platen), Government Printing Service.**—Age, male, 21 years or over; female, 18 years or over; application forms, 304 and 1145; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 16; ARITHMETIC, 16; LETTER WRITING, 16; PENMANSHIP, 16; COPYING FROM PLAIN COPY, 16 (all third grade, see sec. 41); TRAINING AND EXPERIENCE, 20. Experience is rated on the statements and vouchers furnished on Form 1145 as follows: For three months' experience, 50; six months, 60; nine months, 65; one year, 70; fifteen months, 75; eighteen months, 80; twenty-one months, 85; two years, 90; two and one-half years, 95; three years or more, 100 per cent. In order to secure these ratings the experience claimed must be continuous and recent. No credit is allowed for experience gained subsequent to the date of taking the educational part of the examination, and no application is accepted which does not show that the applicant has had either (1) at least three months' experience and has fed, at the rate of 1,200 sheets per hour, sheets not less than 24 by 38 inches in size on a cylinder press or sheets not less than 14 by 17 inches in size on a platen press, or (2) at least three months' experience in packing and banding cards of approximately 3½ by 5½ inches, at the rate of at least 300 packets per hour.

Separate registers will be established of those with experience in feeding presses and of those with experience in packing and banding cards.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

**Sec. 222. Pressman (men only), Government Printing Service.**—Age, 21 years or over; application forms, 304 and 1746. The medical certificate in Form 304 need not be executed. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING AND EXPERIENCE, rated on Form 304 and corroborative evidence, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

Occasionally appointments are made from the register resulting from this examination to positions in the apportioned Departmental Service. Applicants who wish to be considered for the apportioned service should have the county officer's certificate on the application blank executed and should meet the residence and domicile requirements specified in section 17.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

**Sec. 223. Printer, Government Printing Service.**—Age, 20 years or over; application forms, 304 and 1745. The medical certificate and county officer's certificate

in form 304 need not be executed. Time allowed, five and one-half hours for the basis subjects, and three hours on the following day for each optional subject taken. Applicants must show in their applications that they have served at least five years in the trade of compositor, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. Persons who take either the linotype or monotype optional subject must have had at least one year's experience in the operation of linotype or monotype machines, which experience may be concurrent with the compositor experience. No credit will be allowed in the examination for experience gained below the age of 14 years. Basis subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 39), 3; ARITHMETIC (third grade, see sec. 41), 3; LETTER WRITING (third grade, see sec. 41), 3; PENMANSHIP, 3; COPYING FROM ROUGH DRAFT, 15; ABBREVIATIONS, 5; CORRECTING PROOF, embracing the interpretation of proof-readers' marks, 10; TABULATING, arrangement of matter in tabular form and indication of the cast, 8; JOB COMPOSITION, MAKING-UP, IMPOSING, BANK WORK, EDITING AND PROOF READING, JACKET WRITING, ESTIMATING, AND COMPUTING, 25; TRAINING AND EXPERIENCE AS BOOK AND NEWSPAPER COMPOSITOR, 25. The last two subjects are rated on Forms 304 and 1745, and corroborative evidence.

No competitor will be eligible who fails to attain an average percentage of at least 70 in the basis subjects, and if optional subjects are taken a rating of 70 or more in each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state, at the head of his application, the optional subjects in which he desires examination.

(1) MECHANISM AND OPERATION OF LINOTYPE (practical questions), (2) MECHANISM AND OPERATION OF MONOTYPE (practical questions), (3) ARRANGEMENT OF WORK FOR JOB PRINTING.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Certifications for appointment will be made (1) of eligibles having the highest ratings on a certain optional subject, who have also passed on the basis subjects, and (2) of eligibles who have the highest average percentage on the basis subjects only.

It is expected that appointments will be made chiefly from the optional registers, and only in exceptional cases will certifications be made from the register resulting from the basis examination alone.

Vacancies in compositor positions in any part of the service may be filled by certification from the printer register.

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 224. Printer, Philippine Service.**—Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including the medical certificate. Time allowed, two days of seven hours each. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PROOF READING, a practical test in reading and marking galley proof of straight and tabular matter requiring corrections of typographical errors, abbreviations, type, and style, 20; COPY EDITING, a practical test in the preparation of several sheets of manuscript, indicating title page, new odd or even pages, type of text and headings, cast, all indentations, etc., so that it could be followed literally by the printer, 35; TRADE QUESTIONS on job and book composition, making up, imposing, bank work, work-order writing (writing instructions for processing work), estimating and computing, also questions as to the competitor's experience in the various specialties of the trade, and knowledge of the auxiliary trades of pressman, bookbinder, electrotyper, and photo-engraver, 25; TRAINING AND EXPERIENCE, 20.



The position of printer is in the Bureau of Printing, Manila, P. I. Entrance salary, \$2,000 a year; advance within six months to \$2,250; and promotion to \$2,500 as vacancies occur, when efficiency is demonstrated.

The corps of printers in the Philippine Bureau of Printing is limited, and men must be secured with the widest range of knowledge in the trade. Their assignments range from elementary work to the editing of scientific and technical manuscript. They are designated "craftsmen instructors" and must possess ability to instruct Filipinos in all the specialties of the trade, and, besides, must have executive ability in order that advancement to executive positions can be made as vacancies occur.

In answer to Question 19 relating to experience in the application form the following additional facts must be furnished, following "(e)" in the application form:

(f) Applicants must show that they have served at least five years at the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman.

(g) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time served with each as an apprentice.

(h) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time employed by each as a journeyman, and specify every branch or kind of work on which employed, giving the length of time employed on each kind of work.

The Bureau of Printing employs Filipinos as workmen, and the duties of the Americans employed in the bureau are mainly of a supervisory character; that is, to direct the work and see that it is properly done, and to see that the machinery is kept in good order. Applicants should therefore possess the requisites of instructors and have the disposition to impart their knowledge to the native help. Promotions to vacancies are based upon the ratings attained by employees in ability and efficiency. (For further requirements, see sec. 34.)

It is not probable that this examination will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 225. Printer's assistant, Bureau of Engraving and Printing.**—This position will be filled as a result of the skilled-laborer (female) examination, and persons desiring appointment to this position should apply for that examination. (See sec. 238.)

**Sec. 226. Proof reader.**—The position of proof reader in the Government Printing Office is filled by the promotion of printers, and hence no examination for it will be given by the commission.

**Sec. 227. Public Health Service.**—The employees of the Public Health Service are distributed throughout the United States, but most of them are employed at the marine hospitals, quarantine stations, or offices located at the following-named places:

Baltimore, Md.	Lewes, Del.	Portland, Me.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Brunswick, Ga.	Louisville, Ky.	Port Townsend, Wash.
Buffalo, N. Y.	Manila, P. I.	Quarantine, La.
Cairo, Ill.	Mayport, Fla.	St. Louis, Mo.
Carrabelle, Fla.	Memphis, Tenn.	San Diego, Cal.
Cedar Keys, Fla.	Miami, Fla.	San Francisco, Cal.
Charleston, S. C.	Milwaukee, Wis.	San Juan, P. R.
Chicago, Ill.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	New Orleans, La.	Seattle, Wash.
Detroit, Mich.	Norfolk, Va.	South Boca Grande, Fla.
Evansville, Ind.	Pensacola, Fla.	Southport, N. C.
Fernandina, Fla.	Perth Amboy, N. J.	Stapleton, N. Y.
Galveston, Tex.	Philadelphia, Pa.	Vineyard Haven, Mass.
Honolulu, Hawaii.	Pittsburgh, Pa.	Washington, D. C.
Key West, Fla.	Ponce, P. R.	Wilmington, N. C.

All employees at marine hospitals and quarantine stations must be of the male sex and preferably unmarried, as no quarters are furnished for families. At southern quarantine stations preference will be given to applicants who are shown to be immune to yellow fever.

Appointments or employments in any one of the minor positions (such as quarantine attendant, nurse, master, deck hand, pilot, seaman, cook, cabin boy, ship keeper, boatman, engineer for quarantine duty, engineer in marine hospitals, etc.) are made as a result of registration at the marine hospital or station at which employment is sought, and the proper application form (No. 1370) can be obtained from the officer in charge. Upon its execution the applicant must appear before the medical officer for physical examination and must be passed by that officer in order to become eligible.

There is no educational test for these minor positions, and the applicant is rated upon the basis of the information furnished in the application filed by him.

The position of assistant surgeon in this service is filled by appointment by the President with the advice and consent of the Senate. Persons desiring appointment to this position should communicate with the Surgeon General, Public Health Service, Washington, D. C.

The positions of acting assistant surgeon, pharmacist (third class), clerk, stenographer and typewriter, and professional positions not specified, in this service will be filled from appropriate registers or from specially announced examinations. (See secs. 212 and 214.)

**Sec. 228. Quartermaster Corps.**—The branch of the service formerly known as the Quartermaster's Department at large is now embraced in the Quartermaster Corps. The Army appropriation act, approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive examinations held by the Civil Service Commission may be filled through such examination or by enlistment. At least for the present the positions named below will be filled through examinations.

Educational examinations will be given for the following: Chemist; civil engineer; clerk (qualified in passenger and freight accounts); clothing examiner; draftsman; engineer (stationary); inspector of clothing; inspector of construction; inspector of meat; inspector of shoes; inspector of supplies; messenger; stenographer; superintendent of construction; veterinarian; watchman.

Noneducational examinations will be given for the following: Engineer (stationary); forester; gardener; janitor; packer (at depots); rodman; warehouseman; wheelwright; positions in the harbor boat service.

The above-named positions will be filled as far as practicable from the regular eligible registers of the commission. In the absence of eligibles specially announced examinations will be held.

The age limits for mechanical trades and other noneducational positions in this service are: Men, 20 to 50 years; women, 18 to 50 years.

The positions of assistant stationary steam engineer and stationary steam engineer are noneducational, provided that the salary paid is not in excess of \$900; for positions paying more than \$900 educational tests will be required.

Application forms for noneducational examinations and for the watchman, messenger, and stenographer examinations may be secured from, and should be filed with, the district secretary having jurisdiction of the territory in which the depot or office in which employment sought is located. Applications for positions in the Quartermaster Corps in Colorado and New Mexico are to be filed with the secretary of the Seventh Civil-Service District. (See sec. 35.)

The noneducational positions mentioned as existing in the Quartermaster Corps do not exist in all of the districts, and applications are accepted by the district secretaries only for such positions as exist in their respective districts.

For information relating to positions filled by enlistment, application should be made to the Secretary of War, Washington, D. C.

**Sec. 229. Railway mail clerk.**—Age, 18 to 35 years; application form, 304; medical certificate on application form must be executed; county officer's certificate is not required; time allowed, 5 hours; entrance salary, \$900 a year. Applicants must be at least 5 feet 5 inches in height, exclusive of boots or shoes, must weigh not less than 130 pounds in ordinary clothing without hat or overcoat, and must have no physical defects. The use of eyeglasses will not necessarily render a person ineligible for examination. Any attempt to deceive in regard to height, weight, or age will be deemed sufficient cause for barring an applicant from future examinations. Eligibles selected for appointment may be required to take an additional physical examination at their own expense before entering upon duty. The general superintendent of the Railway Mail Service has advised the commission that persons reporting for duty will be required to be vaccinated or to show that they have been successfully vaccinated. Women are not admitted to this examination. Persons who desire appointment to the position of mail weigher in the Railway Mail Service should apply for and take the examination for railway mail clerk. Appointment to the position of sea postal clerk is usually made by transfer or promotion from the Railway Mail or Post-Office Service, and application should be made to the Postmaster General, Washington, D. C.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 39), 10; ARITHMETIC, addition, subtraction, multiplication, and division of whole numbers, common and decimal fractions, compound numbers, involving a knowledge of the ordinary tables of weights and measures, and arithmetical analysis, 20; LETTER WRITING, a letter of not less than 150 words on either of two subjects given, 20; PENMANSHIP, 20; COPYING FROM PLAIN COPY (second grade, see sec. 40), 20; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 40), 10.

The railway mail clerk examination will not be included in the spring schedule of examinations. If it should be necessary to hold this examination in certain States, it will be specially announced.

**Sec. 230. Railway Securities Commission.**—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

**Sec. 231. Reclamation Service.**—All positions in this service are classified and subject to examination except those hereafter mentioned under the heading "Unskilled labor."

All classified positions may be considered under two headings: First, those requiring an educational test; and, second, those requiring no educational test, and known as trades positions.

*Educational examinations.*—The principal positions requiring an educational test are: Junior engineers, assistant engineers, engineers, draftsmen and computers, bookkeepers, clerks, field clerks, stenographers, copyists, typewriters, skilled laborers, watchmen; specialists or experts in various lines, for which special examinations are held from time to time, such as chemists, electrical engineers, law clerks, physicians, etc.

Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission. Whenever necessary, specially announced examinations will be held to meet the needs of the service. (See sec. 43.)

Application should be made to the U. S. Civil Service Commission, Washington, D. C., or the district secretary (see sec. 35), for all information concerning educational examinations. (See secs. 58, 143, 168, and 170.)

Certification may be made from the eligibles of the district in which the service is to be rendered.

*Noneducational examinations.*—Positions requiring no educational tests are as follows: Superintendents of construction, irrigation, or grading; corral bosses, etc. Inspectors, including inspectors of earthwork, masonry, concrete, etc. Foremen, including master laborers, master workmen, master carpenters. Survey men, who may perform the duties of transitmen, levelmen, rodmen, chainmen, etc. Recorders and receivers of material, including property or store clerks, timekeepers, toolkeepers, stewards, and storekeepers. All employees performing special duties, as cement testers, concrete finishers, cranesmen, dam and headgate tenders, deputy inspectors, dredge engineers, ditch riders, electrical assistants, stationary engineers, steam-shovel engineers, gate tenders, helpers, janitors, line riders, powder men, riggers, stewards, trackmen, truckmen, etc.

Application should be made to the local board of examiners at any one of the following-named places for the noneducational examinations mentioned above. Local boards of examiners have been constituted by the commission at the following points:

Boise, Idaho.	Huntley, Mont.	Phoenix, Ariz.
Browning, Mont.	Klamath Falls, Oreg.	Poplar, Mont.
Easton, Wash.	Malta, Mont.	Powell, Wyo.
Elephant Butte, N. Mex.	Mitchell, Nebr.	Provo, Utah.
El Paso, Tex.	Montrose, Colo.	Rupert, Idaho.
Fallon, Nev.	Naches, Wash.	St. Ignatius, Mont.
Fort Shaw, Mont.	Newell, S. Dak.	Savage, Mont.
Grand Junction, Colo.	Okanogan, Wash.	Sunnyside, Wash.
Great Falls, Mont.	Orland, Cal.	Yuma, Ariz.
Hermiston, Oreg.		

The boards of examiners should be addressed as follows:

Board of Civil-Service Examiners, U. S. Reclamation Service,

.....(adding post-office address of particular board).

*Unskilled labor.*—All unskilled laborers are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen and their occupation is of the most temporary character. With these are grouped the following: Apprentices in mechanical trades, axmen, bakers, boatmen, cooks, cooks' helpers, derrick men, drill men, drivers, hostlers, teamsters, and waiters.

**Sec. 232. Rodman and chainman, Interstate Commerce Commission.**—Age, 18 to 28 years; application form, 1800. Applications will be received at any time. Competitors will not be assembled for examination, but will be rated on the subjects of physical ability, and training and experience. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training and experience, 60.

References given on the application form should be any of the following: (1) An officer or member of the firm or corporation by which the applicant was or is employed; (2) an engineer, superintendent, or instructor under whom he was or is employed; (3) a fellow employee. In any case references must have knowledge of the applicant's work.

Applicants must have had at least a common-school training, must be physically qualified for performing the duties required in the position, and must be free from color-blindness.

Training and experience will be rated on the following schedule: (The ratings assigned refer to length of service or the quantity of experience; but both quantity and quality of experience will, of course, be considered by the examiners in each case. The ratings indicated are minimum ratings for the quantity of experience

shown.) (a) For college (technical) students: In junior year in good standing, without experience, 75; in senior year, in good standing, without experience, 80; in senior year, with six months to one year's summer experience, 85. (b) For graduates in civil engineering: With six months to one year's experience, 90; with one to two years' experience, 95; with over two year's experience, 100. (c) For those who have no technical school training: With not less than one year's good experience, 70; for two to seven years' good experience an additional credit of 5 will be given for each year after the first. The maximum rating of 100 will be given for seven or more years' such experience.

Persons appointed as a result of this examination, and who comply with the entrance qualifications, may, after not less than one year's service and upon the request of the Interstate Commerce Commission, be promoted to the position of junior civil engineer upon passing noncompetitively the junior civil engineer examination.

**Sec. 233. Rural delivery carrier.**—Age, 18 to 55 years, the maximum limit being waived in case of honorably discharged United States soldiers or sailors. A copy of the regulations may be obtained from the commission at Washington upon request, or from the district secretary. (See sec. 35.)

**Sec. 234. Safety-appliance inspector, Interstate Commerce Commission.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 235. Scientific assistant, Department of Agriculture.**—Age, 20 years or over; application form, 1312. Time allowed: Four hours for the first and second subjects combined, three and one-half hours for the practical questions in each optional (scientific) subject taken, and one hour for each language taken. The first and second subjects will be given on the first day. The particular time at which any optional (scientific) subject may be taken can not be determined in advance, but generally one of these optional subjects will be given the competitor on the first day and two on each succeeding day.

Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 39), 10; REPORT WRITING, 10; PRACTICAL QUESTIONS ON EACH OPTIONAL (SCIENTIFIC) SUBJECT CHOSEN, 30; THESIS (to be delivered to the examiner on the first day of the examination), 15; EDUCATION, TRAINING AND EXPERIENCE, in each optional (scientific) subject chosen, 35.

The third subject will consist of practical questions relating to the optional (scientific) subject or subjects in which the applicant desires to be examined. The general nature of the work covered by these questions in each scientific subject is indicated below.

Examination will be given in the following-named optional (scientific) subjects and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

- |                           |                                 |                        |
|---------------------------|---------------------------------|------------------------|
| 1. Agronomy.              | 8. Horticulture.                | 13. Plant pathology.   |
| 2. Animal husbandry.      | 9. Library science.             | 14. Plant physiology.  |
| 3. Dairying.              | 10. Marketing and distribution. | 15. Pomology.          |
| 4. Entomology.            |                                 | 16. Seed testing.      |
| 5. Farm management.       | 11. Nutrition and calorimetry.  | 17. Soil bacteriology. |
| 6. Forage crops.          |                                 | 18. Soil surveying.    |
| 7. Grain standardization. | 12. Plant breeding.             |                        |

**Agronomy.**—This subject includes general questions on field crops with reference to their classification, adaptation, distribution, comparative importance, etc.; also practical questions on cultural and harvesting methods, rotations, and other related subjects. Several appointments are made each year from the register in agronomy. Qualified persons are urged to enter this examination, since the commission has experienced considerable difficulty in securing a sufficient number of properly qualified eligibles to meet the demands of the service. The usual entrance salary ranges

from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Animal husbandry.*—This subject covers the general field of animal husbandry, including poultry husbandry. The usual entrance salary ranges from \$900 to \$1,500 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,500 a year will be made only from those attaining the highest averages in the examination.

*Dairying.*—This subject includes general questions on the breeding, feeding, and care of dairy live stock and the production of dairy products. Some of the commercial problems related to dairying are also considered. The object of this examination is to secure persons who have had a general fundamental training in dairying. Usual entrance salary \$1,000 to \$1,440 a year.

*Entomology, general and economic.*—This subject includes questions on insect classification, biology, and behavior; also practical questions on the remedies for combating the principal injurious insects. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Farm management.*—This subject comprises questions relating to cropping systems for farms of different sizes and types, geographic distribution of crop and stock enterprises and reasons for the same, conditions affecting the profitability of stock and crop enterprises, the seasonal distribution of labor on different crops, standards of farm labor, leases, contracts, etc. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Forage crops.*—Formerly given as agrostology, but now changed to its present title. Consists principally of questions regarding the cultivation and utilization of the principal forage crops, including temporary and permanent pasture crops. This subject is really a subdivision of the first-mentioned subject of agronomy, the only difference being that it deals more specially with forage crops than the general subject of agronomy. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Grain standardization.*—This subject comprises practical and technical questions covering the various phases of grain production, handling, storing, grading, milling, deterioration, structure, and chemical composition. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Horticulture.*—This subject comprises questions on vegetable gardening (both market gardening and truck farming), the botany of vegetables, the breeding of vegetable plants, and the methods of cultivation, harvesting, packing, and shipment of truck as well as market-garden crops; also general questions concerning insect pests and fungous diseases of these crops. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally

appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

*Library science.*—This subject consists of questions on library economy, including cataloguing, classification, book ordering, loan systems, reference work, and bibliography, especially the bibliographies of the sciences that pertain to agriculture. Qualified persons are urged to enter this examination, as difficulty has been experienced in securing a sufficient number of eligibles. The usual entrance salary ranges from \$840 to \$1,000 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,400 a year. Certification to vacancies paying more than \$1,000 a year will be made only from those attaining the highest averages in the examination.

*Marketing and distribution.*—This subject includes questions on the general subject of the preparation, distribution, and sale of farm products, including packing, standardization, transportation, storage, and the accumulation and dissemination of information on supply and demand. The usual entrance salary is \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Nutrition and calorimetry.*—This subject includes questions on experimental methods in nutrition and calorimetry, physiology and chemistry of nutrition, etc. The usual entrance salary ranges from \$1,020 to \$1,440 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,440 a year will be made only from those attaining the highest averages in the examination.

*Plant breeding.*—This subject comprises questions on general plant breeding, including variation, hybridization, and the general evolutionary study of plants, especially those utilized in agriculture. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Plant pathology.*—This subject comprises questions on plant pathology, control of plant diseases, special cultural methods for fungi and bacteria, and bibliography of plant diseases; also elementary questions in mycology, microtechnique, general bacteriology, and photographic technique. The usual entrance salary ranges from \$1,000 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Plant physiology.*—This subject comprises questions on general plant physiology, but with special bearing on physiological investigations of alkali and drought resistance. The usual entrance salary ranges from \$1,200 to \$1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,800 a year. Certification to vacancies paying more than \$1,400 a year will be made only from those attaining the highest averages in the examination.

*Pomology.*—This subject includes questions on pomological botany, varieties of fruits, control of insect and fungous diseases, the production of fruits, methods of packing, shipping, marketing, etc. The usual entrance salary is \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally

appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

*Seed testing.*—This subject comprises questions on general botany, including systematic, morphological, and physiological botany, with special reference to testing seeds for purity and germination. Usual entrance salary, \$840 to \$1,200 a year.

*Soil bacteriology.*—This subject consists of questions on soil bacteriology and bacteriological technique, including questions on botanical and chemical subjects related to soil bacteriology. Usual entrance salary, \$1,400 to \$1,620 a year.

*Soil surveying.*—This subject comprises questions on the making of simple base maps, the identification and classification of soils, and the relation of soils to agriculture. The usual entrance salary ranges from \$960 to \$1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed \$1,620 a year. Certification to vacancies paying more than \$1,200 a year will be made only from those attaining the highest averages in the examination.

**The thesis called for under the fourth subject must be prepared prior to the examination and be delivered to the examiner on the first day of the examination. Each competitor must enter on his thesis his name, address, examination number, and the optional or optionals in connection with which he wishes the thesis considered.**

The thesis may include the results of some original investigation on the part of the applicant, or it may represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts. It is preferred, however, that it include the results of some original investigation. If the applicant desires to be examined in two or more optional subjects, it is advisable to submit a separate thesis for each subject. If but one thesis is submitted, it will be graded in connection with each optional subject upon which the applicant is examined, and a thesis having little or no bearing upon any particular optional will not be given a high rating in connection with that optional. The length of the thesis may be determined by the applicant and the thesis may be in handwriting or typewriting.

The thesis may be on any size paper most convenient and must be accompanied by a sworn statement in the following language: "I, the undersigned, do solemnly swear (or affirm) that in the preparation of the accompanying thesis the composition is entirely my own, and that I have given full credit by quotation marks or references to authorities for any quoted matter." The oath must be taken before a notary public or other officer authorized to administer oaths for general purposes, and the officer's signature must be authenticated by official seal. If the oath be taken before a justice of the peace or other officer who has no official seal, his official character must be certified by the clerk of the court, secretary of state, or other proper officer, under official seal.

For the optional subject of Library science, an educational training equivalent to one year in a library school is a prerequisite for consideration. For all other optional subjects an educational training equivalent to that required for a bachelor's degree from a college or university of recognized standing, or the fact that the applicant is a senior student in such an institution and expects to graduate within four months, is a prerequisite for consideration.

The fifth subject, that of education, training, and experience in the specific work covered by the optional (scientific) subject, will be rated from statements made in the application form and corroborative evidence.

Competitors who fail to attain a rating of at least 70 in the practical questions in at least one of the optional (scientific) subjects will not be eligible for appointment. No



optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional (scientific) subject.

In addition, an applicant may select one or more of the following languages for examination: French, German, Italian, Russian, Spanish. None of these subjects is required, it being entirely optional with the applicant whether any of them are taken. Each will be rated on the basis of 100 per cent, but no credit will be given for the language subject in connection with any optional scientific subject if the rating received is less than 70. The tests will consist of simple prose translations into English, one hour being allowed for each language. The particular time at which any of these subjects may be taken can not be determined in advance.

The positions for which the examinations are held offer many attractive features. Excellent opportunities are afforded for scientific research in the laboratories of the Department of Agriculture. Furthermore, practically all of these positions require more or less investigational work in the field outside of Washington, D. C., which enables one to obtain a broad and comprehensive view of one's special subject of investigation as related to the entire country. When traveling in the field away from either official or temporary headquarters the expenses of the investigator are paid.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

This examination, in all subjects, will be held beginning on April 14, 1915. (See secs. 1 and 2.)

**Sec. 236. Seamstress, Indian Service.**—Examination identical with that for matron, and applicants desiring appointment to this position should apply for the matron examination. (See secs. 32 and 196.)

**Sec. 237. Secret Service, men only.**—Applicants for positions in the Secret Service of the Treasury Department should forward, addressed to the Secretary of the Treasury and marked "Personal," Form 304, properly executed, and such evidence as to their experience, training, qualifications, and personal characteristics as they may be able to obtain, without any reference to their political or religious affiliations, which may be considered as proof of their fitness for employment in this service. This examination is confined to experience and personal fitness. Applicants should also give the names and addresses of the persons to whom they refer as to their character and qualifications for employment in this service. Inquiries in regard to applications filed for this service should be addressed to the Secretary of the Treasury.

**Sec. 238. Skilled laborer (female).**—Age, 18 to 35 years; minimum height, 4 feet 10½ inches, without shoes; application form, 304. Vision in each eye must be normal, or made so by glasses. From this examination certifications will be made to fill vacancies as they may occur in the positions of printer's assistant in the

Bureau of Engraving and Printing and skilled laborer (female) in the Government Printing Office. No person will be certified to the Bureau of Engraving and Printing who is less than five feet in height, without shoes, or who was on the date of the examination less than 20 years of age. This examination is held only at Washington, D. C.

Application blanks may be obtained from the commission at any time and should be executed and filed with the commission immediately upon their receipt. When a date for the examination is determined all persons having applications on file will be notified when to report for examination. Applicants should notify the commission of any changes in their post-office address. Form 1419, containing further information, will be furnished upon request.

**Sec. 239. Skilled laborer (male), Departmental Service.**—(See Subclerical examination, sec. 254.)

**Sec. 240. Special agents, special employees, and confidential agents, Treasury Department.**—The positions of special agent under the Treasury Department and the positions of special employee and of confidential agent in the Customs Service are in the competitive classified service. These positions are filled by the promotion of persons already in the competitive classified service in or under the Treasury Department after passing appropriate examination, which is given only upon request of the Secretary of the Treasury.

**Sec. 241. Statistical clerk, Departmental Service.**—Age, 20 years or over on the date of the examination; but one or more bureaus may request certification of eligibles for permanent appointment who have not reached their thirtieth birthday. Application form, 1312; time allowed, subject 1, three hours, subject 2, four hours. Subjects of examination and relative weights of subjects on a scale of 100: 1. OUTLINING STATISTICAL TABLES from a submitted schedule, 20; 2. PRACTICAL TEST IN STATISTICAL WORK: (a) Percentage computations, 10; (b) average computations, 5; (c) addition, 5; (d) tabulation, 10; (e) time consumed on subject 2, 10; 3. EDUCATION AND EXPERIENCE, 40.

In order to qualify for this position applicants must have had experience of such a nature that they are able to outline statistical tables from a submitted schedule and perform usual statistical computations. Experience in stenography, typewriting, and the operation of computing machines is desirable, although not required. Consideration will be given to all of the applicant's educational training and experience.

Each applicant should furnish the names of at least five persons who are qualified to judge of his or her qualifications and fitness for the position for which he or she applies. These persons will be called upon by the commission to furnish information which must include the nature and extent of their acquaintance with the applicant's work, and this information will be given consideration in determining the rating on experience.

The following questions in regard to education and experience are to be substituted for the question with reference to the applicant's knowledge of a mechanical trade and the question regarding practical experience in profession, occupation, or business, in Form 1312, for the examination for the position of statistical clerk.

Each applicant must answer these questions in his own handwriting, in the application form or on a separate sheet, which should be attached to Form 1312, numbering to correspond.

**Question A.** State fully and in detail your practical experience in stenography, typewriting, and the operation of computing machines; state (a) when, giving date, (b) where, (c) by whom you were employed, (d) the salary or compensation received, and (e) the specific nature of your duties in each case. (The answers to this question should be accurate and complete.)

**Question B.** State fully and in detail all statistical experience which you may have had, giving (a) date, (b) place, (c) by whom employed, (d) salary or compensation received, and (e) the specific nature of your duties in each case. (The answers to this question must be accurate and complete.)

In rating the element of time on subject 2, if the competitor consumes not more than two and one-half hours on this subject, 100 per cent for time will be given; for every two minutes consumed more than two and one-half hours, but not exceeding four hours, 1 will be deducted from 100. Not to exceed four hours will be allowed for the work on subject 2.

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

This examination will be held on March 10, 1915. (See secs. 1 and 2.)

**Sec. 242. Stenographer and Typewriter. General information (all services).—***Branches of the service.*—Stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental Service, which includes the departments and other Federal offices in Washington, D. C. (see secs. 243, 247, and 274); the Field Service, which includes Federal offices outside of Washington, D. C. (see sec. 248); the Panama Canal Service, which includes offices of the Panama Canal in the Canal Zone (see secs. 245, 249, and 276); and the Philippine Service, which includes offices of the civil service of the Philippine Islands (see sec. 250). The combined stenographer and typewriter examination is given for each of the four branches; the separate stenographer examination is given for the Departmental and Field Services; the separate typewriter examination is given for the Departmental, Field, and Panama Canal Services.

Examinations for the Field Service are held separate from those for the other three services. As a result of one stenographer and typewriter examination, a man may become eligible for appointment to the Departmental and Panama Canal Services, and also to the Philippine Service when examinations are held for that service and other services at the same time. As a result of one typewriter examination a man may become eligible for appointment to the Departmental Service and also to the Panama Canal Service when examinations are held for both services at the same time. A person who desires to become eligible for appointment to the Field Service will be required to take an examination especially for that service. Applicants are required to indicate clearly in their applications the service or services in which employment is sought. A separate application is required for each service.

*Instructions of special importance.*—Applicants should give special attention to the following:

The age limits for entrance to the examinations for the different branches of the service are as follows: Departmental and Field Services, minimum 18 years, no maximum; Panama Canal Service, minimum 20, maximum 45 years; Philippine Service, minimum 20, maximum 40 years. (See sec. 11.)

The application forms required are as follows: Departmental Service, Form 304; Field Service, Form 1371; Panama Canal Service, Form 1312; Philippine Service, Form 2.

The medical certificate on the application form is required of applicants for the Panama Canal and Philippine Services, but not of those for the Departmental and Field Services.

The county officer's certificate is required of applicants for employment in the apportioned Departmental Service at Washington, D. C., and of those applicants

only; except that persons already employed in the apportioned Departmental Service are not required to furnish the county officer's certificate. (See sec. 17.)

The time allowed for the stenographer examination is 5 hours; for the typewriter examination, 5 hours; for the stenographer and typewriter examination, 6 hours.

Any system or method of making notes, including the use of shorthand writing machines, is acceptable. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

Any style of typewriting machine may be used.

Applicants must provide themselves with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants who intend to record the stenography dictation exercises by means of mechanical devices may bring to the examination room paper required for use with such devices. Applicants for the typewriter or the stenographer and typewriter examination must also provide typewriting machines and stands or tables. Machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

Competitors examined at Washington, D. C., may make arrangements to have their machines and tables removed from the examination room between the hours of 1 and 4.30 on the day of the examination.

A photograph is required of each applicant. (See instructions under heading "Photographs required," below.)

The usual entrance salaries are as follows: Departmental and Field Services, men \$600 to \$1,200 a year (most appointments at \$840 or \$900), women \$600 to \$900 a year; Panama Canal Service, \$1,500 a year; Philippine Service, \$1,200 a year. In the Departmental and Field Services the number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year. (See paragraph under heading "Salaries" in this section.)

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to examination, but for the Departmental Service eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

*Filing of applications.*—Applications for the combined stenographer and typewriter examinations for the Departmental, Panama Canal, and Field Services, and for the separate stenographer examination and the separate typewriter examination for the Departmental and Field Services, may be filed at any time, except that applications of women for the Field Service in the Fourth Civil Service District (see sec. 35) will be accepted only when the February examinations have been announced, unless the needs of the service require otherwise. Applications for the Philippine Service and for the separate typewriter examination for the Panama Canal Service will be accepted only when examinations have been announced. Women are not admitted to examinations for the Philippine and Panama Canal Services. (See "Places and dates of examinations," below.) For the Departmental, Panama Canal, and Philippine Services, applications should be filed with the United States Civil Service Commission, Washington, D. C.; for the Field Service, applications should be filed with the district secretary in whose district the applicant desires employment. (See sec. 35.) Persons having applications on file will be notified of the first examination held after the filing of their applications. Application blanks may be obtained from the commission or any of the district secretaries.

*Photographs required.*—An applicant for examination for the position of stenographer, typewriter, or stenographer and typewriter in any branch of the service will be required to submit to the examiner on the day he is examined a photograph of

himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. A card will be sent to the applicant on which to mount the photograph and to furnish necessary information in connection therewith. An applicant for examination for the position of stenographer, typewriter, or stenographer and typewriter who fails to present a photograph to the examiner will not be admitted to examination. Tintypes will not be accepted.

*Places and dates of examinations.*—Examinations for the Departmental and Panama Canal Services will be held at the places and on the dates marked "(A)" in the spring schedule of examinations. (See secs. 1 and 2.) The fall schedule will be ready for distribution about July 15, 1915.

Both men and women will be admitted to the spring and fall examinations for the Departmental Service; for the Panama Canal Service only men are admitted.

In addition to the spring and fall schedules, examinations for the Panama Canal Service, for men only, will be held on the fourth Tuesday of January and July of each year, examinations for the Departmental Service, for men only, will be held on the fourth Tuesday of February, May, June, August, and November of each year, and examinations for the Departmental Service, for both men and women, will be held on the fourth Tuesday of January and July of each year. All examinations mentioned in this paragraph are held throughout the country and in Hawaii and Porto Rico. Form 1424, containing a list of the cities in which the examinations are held, will be sent upon request.

Examinations for the Philippine Service, and typewriter examinations (without stenography) for the Panama Canal Service, will be held only when eligibles are needed and will be specially announced.

For the Field Service, examinations for both men and women will be held as follows: In the First, Second, Third, Sixth, Seventh, Eleventh, and Twelfth Civil-Service Districts, examinations will be held on the third Saturday of February, May, August, and November of each year; in the Fifth, Eighth, Ninth, and Tenth Districts they will be held on the third Tuesday of February, May, August, and November of each year. In the Fourth District examinations for the Field Service will be held on the third Saturday of February, May, August, and November of each year, to all of which examinations men will be admitted; women will be admitted to the February examinations only. Examinations in the various districts will also be held at such other times as may be necessary. In Hawaii and Porto Rico examinations for the Field Service will be held only when eligibles are needed, and will be announced at such times. The extent of civil-service districts is shown in section 35. The district secretaries will furnish upon request the list of places at which examinations will be held for the Field Service.

*Persons desiring to be examined for stenographer and typewriter will be required to take the combined examination on one scheduled date—that is, they will not be permitted to take the stenographer examination on one date and the typewriter examination on a different date of the same series of examinations.*

*Examinations in the Canal Zone.*—Examinations for the apportioned Departmental Service are not held in the Canal Zone. Examinations for the nonapportioned Departmental, Panama Canal, and Philippine Services are held at Balboa Heights on approximately the same dates as in the United States. Persons residing in the Canal Zone may obtain application forms from the secretary of the board of civil-service examiners at Balboa Heights, and may file their applications with him. The secretary will also furnish information as to the exact dates of examinations. (See secs. 8 and 293.)

*Sample questions and tests.*—The examinations are the same for all branches of the service, except that the typewriter examination for the Panama Canal Service includes the additional subject of general business experience, which is rated on state-

ments contained in the application, and corroborative evidence. The following questions and tests have been used and will serve to give an idea of the character of the examinations. No further information on this subject can be furnished.

#### FIRST SUBJECT—STENOGRAPHY DICTATION.

The practical test in stenography consists of one exercise of 250 words selected from a speech or article containing no technical matter. The dictations are given to all competitors together. A preliminary exercise is given at the rate of 80 words per minute, to familiarize the competitors with the examiner's manner of dictation. The regular exercises will then be dictated at different rates of speed, as follows: 80 words, 100 words, 120 words, and 140 words per minute. The matter dictated is different for each exercise.

All competitors are expected to take the notes of both the preliminary and the regular 80-word tests, one of which exercises they will be required to transcribe. In addition they will be permitted to take the notes of any or all of the remaining dictations at the higher rates of speed. At the conclusion of the dictations the competitors will be allowed 10 minutes in which to select one of the 80-word exercises and any one of the exercises at the higher rates of speed which they may wish to transcribe.

The notes of all the tests not to be transcribed will be taken up by the examiner and will not be considered in the rating. The transcript of the notes may be made either with the typewriter or in handwriting. Not to exceed one hour will be allowed for making the transcripts. Speed in making the transcripts is not considered in determining the ratings. Competitors who, in addition to the 80-word dictation, transcribe one of the dictations at a higher rate will, in determining the ratings on the stenography test, be given the rating on the exercise in which they attain the higher percentage on speed and accuracy combined, and the other exercise will not be considered. Speed and accuracy are given equal weights in the rating, the ratings for speed for the different rates of dictation being as follows: 80 words per minute, 70 per cent in speed; 100 words per minute, 80 per cent in speed; 120 words per minute, 90 per cent in speed; 140 words per minute, 100 per cent in speed. The rating for accuracy is determined by the correctness of the transcript.

No special system of stenography is recommended. Any system or method of making notes, including the use of shorthand writing machines, is acceptable, provided the notes are turned in to the examiner after being transcribed. Some of the departments, however, have expressed their unwillingness to employ stenographers who make notes by means of mechanical devices.

The following is a sample of dictation which has been given at 80 words a minute. Similar exercises are given at 100, 120, and 140 words a minute:

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight producing area. Under the all-rail system of carrying freight, the western producer fails to reach the markets with a profit, and the consuming world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad transportation recently estimated that the next 10 years would require 75,000 miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.

## SECOND SUBJECT—COPYING AND SPACING.

In the copying and spacing test the competitor is required to make an exact copy of an exercise similar to that shown in reduced size below, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet. The copy furnished to the competitor is a photolithograph of a sheet which has been typewritten and is so prepared that it may be reproduced on any style of typewriting machine. The rating on copying and spacing is on accuracy only. The total time consumed on the typewriting tests will be rated as a separate subject. (See Fifth Subject, Time.)

Statement made by  
TREASURY DEPARTMENT  
of Customs Business.

Districts and ports.	Fiscal year ended June 30, 1901.				
	Tax.	Re- ceipts.	Value of exports. For- eign.	Do- mestic.	Ex- penses.
Saco.....	\$29	\$53	\$430	\$657	\$476
Brunswick.....	12,534	14,744	22,654	54,020	98,327
Albany.....	151,364	151,997	107	.....	13,187
Rumboldt.....	143	198	.....	163,682	3,027
Milwaukee.....	419,234	420,234	1,782	.....	18,354
Erie.....	83,385	84,448	230	29,744	6,537
Bristol.....	578	1,257	88	134	1,489
Edgartown.....	331	478	.....	.....	2,319
Cape Vincent.....	29,749	29,880	13,946	136,590	14,890
Burlington.....	.....	14	.....	.....	162
Cleveland.....	747,580	750,100	1,757	388,825	32,316
Gloucester.....	5,135	7,137	1,000	404	14,901
Pembina.....	71,023	277	10,508	64,367	13,672

The receipts for 1901 are \$20,444,485.64 greater than for 1900, the next highest in our records, and of the increase \$11,852,737.01, considerably more than one-half, is from customs revenue.

The net growth of expenditures for the year is \$22,253,561.00. The surplus for the year is kept at \$77,717,984.38, x x x which is only \$1,809,075.80 less than in 1900. The expenditures for 1890 were exceeded by those of 1863, \$718,754,276.18.

## THIRD SUBJECT—COPYING FROM ROUGH DRAFT.

In the exercise in copying from rough draft the competitor will be required to make a corrected copy of a rough-draft letter, such as appears in reduced size below, paragraphing, punctuating, capitalizing, and spelling as in the copy, but writing in full all signs and abbreviated words. This exercise should be double spaced.

Competitors who take the stenographer examination only may make the copy either in handwriting or with the machine, while those who take the stenographer and typewriter examination or the typewriter examination will be required to make the copy on the machine. Speed in making the copy will be considered only in the case of those who take the stenographer and typewriter or the typewriter examination. (See Fifth Subject, Time.)

*an* ocean-carrying marine is *one of the great needs of* ~~much needed by~~ the U S.

In one yr we paid to foreign companies \$169,000,000 for freightage, and \$45,000,000 for ~~fares~~ <sup>passengers</sup> and marine insurance. In the ~~very~~ same yr the country sent to foreign lands over \$600,000,000 <sup>with</sup> more of goods than it <sup>thought</sup> ~~seed~~ from <sup>them</sup> ~~these countries~~; and ~~so~~ <sup>with</sup> some <sup>sum</sup> call this the balance of trade in our favor. N Y ~~has most~~ of the regular steamship lines between Eur and the U S. It <sup>ing even</sup> ~~received~~ a larger proportion of ~~the~~ <sup>our</sup> imports, ~~and~~ is the outlet for over one-third of our domestic exports, Breadstuffs, provisions, cotton, and petroleum form ~~one-half~~ <sup>about</sup> ~~of the~~ <sup>its</sup> exports. ~~The city has about 363 mi water front, of which the half~~ <sup>is</sup> may be ~~used~~ <sup>improved and be</sup> for shipping, <sup>the</sup> piers of Jersey City and Hoboken, in N J, ~~practically~~ <sup>the same</sup> are a part of ~~the~~ port, its ninety mi of pier, may be ~~very~~ largely extended. The foreign movement of the port, ~~which is very large~~ <sup>is</sup> is more than three times the tonnage of its nearest competitor, ~~which is the city of Boston~~. About fifty steamers in the foreign trade ~~every week leave the port~~ <sup>which</sup> ~~half~~ <sup>one-eighth</sup> sail under the British and ~~less number~~ under the American flag.

*The second largest city in the world is the port*

*line, already run, leaving all other ports*

*or the capacity of vessels in the foreign trade allowing a leaving of it*

## FOURTH SUBJECT—COPYING FROM PLAIN COPY.

In copying from plain copy the competitor will write with the typewriter an exercise consisting of 450 words, paragraphing, spelling, capitalizing, and punctuating precisely as in the copy. The rating on copying from plain copy is on accuracy only. In determining the accuracy the rating will be made in the discretion of the examiner on 150 words from any part of the exercise, the same part being rated for all competitors in a given examination. This exercise should be single spaced. (See Fifth Subject, Time.)

## FIFTH SUBJECT—TIME.

Time as a separate element will be rated on the total time consumed on the three typewriting subjects. (See sec. 274.)



## OTHER SUBJECTS.

For information concerning the remaining subjects of the examination—penmanship, report writing, and arithmetic—see first-grade subjects, section 39.

*Method of rating examination papers.*—(See secs. 283 and 284.)

*Reexamination.*—(See sec. 25.)

*Registers of eligibles.*—For the Departmental, Field, and Panama Canal Services, registers of eligibles will be prepared of persons who pass the combined stenographer and typewriter examination with a rating of at least 70 per cent. A similar register will be prepared for the Philippine Service of those who pass the combined stenographer and typewriter examination with a rating of at least 75 per cent. For the Departmental and Field Services there will also be prepared registers of those who pass the stenographer or the typewriter examination with a rating of at least 70 per cent, and for the Panama Canal Service a register of those who pass the typewriter examination with a rating of at least 70 per cent. The names of those who pass in both stenography and typewriting, and are therefore on the combined register, may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require. Such appointment cancels both typewriter and stenographer eligibility. When eligibles in both stenography and typewriting are not available for certification for stenographer and typewriter positions, the eligibles who have failed in stenography or in typewriting may be utilized.

*Transfer of eligibility.*—As stated, stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental, the Field, the Panama Canal, and the Philippine Services. Transfer of eligibility from the stenographer and typewriter register for one service to that for any one of the other services may be made at any time within the period of eligibility if there is reason for such transfer which is satisfactory to the commission and the eligible meets the requirements of the service to which transfer of eligibility is desired. An eligible on the register for the Field, Panama Canal, or Philippine Service who wishes to transfer his eligibility to the register for the apportioned Departmental Service in Washington, D. C., must furnish a county officer's certificate as to his residence and meet the requirements as to residence and domicile indicated in section 17.

Transfer of eligibility within the Field Service from the stenographer and typewriter register for one civil-service district to the register for another civil-service district may be made with the approval of the district secretaries concerned.

The name of an eligible transferred to the register of a district in which he was not examined, either from Washington, D. C., or from another district, will not be certified while there are three available eligibles examined within the district, unless he has actually moved to the district to which his eligibility is transferred, in which case, for the purpose of certification, his place of registration will be considered as the examination point nearest his new place of residence.

An eligible who moves from one place to another within a civil-service district may upon written request and with the consent of the district secretary have his place of registration changed to the examination point within the district nearest his new place of residence, provided the needs of the service justify such transfer.

In all cases of transfer of eligibility, irrespective of the branch of the service, approval of such transfer will depend upon the need of eligibles in the branch of the service or the locality to which transfer of eligibility is desired. (See sec. 287.)

Ordinarily transfer of eligibility on the separate stenographer or the separate typewriter register will not be permitted.

*Method of certification.*—(See secs. 289, 290, and 294.)

*Salaries.*—The entrance salaries demanded by male stenographers and typewriters whose names appear on the eligible register are frequently in excess of the salaries usually paid by the Government on entrance to the service. In stating to the commission their desires as to entrance salaries, stenographers and typewriters should

have in mind that entrance to the service is usually at the lowest clerical salary; while the higher salaried positions are filled by the promotion of persons who are already in the service and have gained some experience in the work to be performed.

Eligibles are given an opportunity at the time of examination to state the lowest entrance salary they will accept, and the commission will not certify them to positions for which the salaries are substantially less than they express a willingness to accept. An eligible who indicates a willingness to accept a low salary will be certified to a higher-salaried position if his name is reached in its order, and he will have as good an opportunity of appointment at the higher salary as an eligible who attains the same average but who will accept appointment only at the higher rate of pay. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled.

In the United States, the entrance salaries for male stenographers and typewriters vary in the different departments and offices from \$600 to \$1,200 a year, but in most of the offices the entrance salary is \$840 or \$900 a year. Appointments of women are made at \$600 to \$900.

The number of appointments at \$1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as \$1,200 a year.

Only the names of competitors who attain a rating of at least 85 per cent in the subject of stenography and who have had at least two years' practical office experience will be certified for filling vacancies in stenographer and typewriter positions in the Departmental Service paying \$1,200 a year or more.

The usual entrance salary in the Philippine Service is \$1,200 a year and in the Panama Canal Service \$1,500 a year.

*Federal court stenographers.*—Federal court stenographers are not appointed through civil-service examination. For information regarding such positions inquiry should be made at the court in which employment is desired.

**Sec. 243. Stenographer (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, five hours. The time consumed in giving the stenography dictations is not considered.

Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY, 75; COPYING FROM ROUGH DRAFT, 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 5; ARITHMETIC (first grade, see sec. 39), 5.

If a competitor fails to attain a rating of at least 70 per cent in stenography the other subjects will not be considered.

(For sample questions and tests, dates of examinations, and general information see sec. 242.)

**Sec. 244. Stenographer, Field Service.**—(See sec. 248.)

**Sec. 245. Stenographer, Panama Canal Service.**—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Panama Canal Service, but who have passed only the typewriter examination. (See sec. 242.) If they pass the stenographer examination their papers will be averaged for the combined examination. (See secs. 7 and 25.)

**Sec. 246. Stenographer, Philippine Service.**—(See sec. 250.)

**Sec. 247. Stenographer and typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, six hours.

The subjects of copying from rough draft, penmanship, report writing, and arithmetic will be required to be taken only once, at the same time and place, in connection with the examination for stenographer and typewriter. (See sec. 242.)

If a competitor passes in both the stenographer examination and the typewriter examination, the averages in the two examinations will be combined, with a weight of 2 for stenography and a weight of 1 for typewriting, and with the average thus

obtained his name will be entered on the combined stenographer and typewriter register. In addition, his name may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require.

If a competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

(For sample questions and tests, dates of examinations, and general information, see sec. 242.)

**Sec. 243. Stenographer and typewriter (combined), stenographer, and typewriter (male and female), Field Service.**—Age, 18 years or over; application form, 1371.

For the Field Service the examinations and the time allowed are identical with those for the Departmental Service. (See secs. 242, 243, and 274.) The regulations for the Departmental Service in the sections referred to relating to competitors who pass in both stenography and typewriting, those who pass in stenography alone, those who pass in typewriting alone, and to reexamination, are applied to examinations for the Field Service in the same manner. There is this difference, however, between examinations for the Field Service and those for other services, that examinations for the Field Service are separate and distinct from those for other services, while a man may become eligible for the Departmental, Panama Canal, and Philippine Services as a result of one examination. Persons who are applicants for or eligible from examination for the Departmental, Panama Canal, or Philippine Service, or any or all of them, may apply for the examination for the Field Service without regard to their application or eligibility for the other service or services, and vice versa.

The War Department requires of all appointees to the Medical Department at large, and in some cases to other field branches of that department, willingness to serve a period of duty in the Philippine Islands. It is rare, however, for an employee to be required to serve in the Philippines against his will. While serving in the Philippines, employees are given an increase of \$200 per annum in their pay, and they are allowed transportation expenses. Two years is usually the duration of such duty. Applicants for examination for field services should, therefore, indicate in their applications their willingness or unwillingness to accept appointment in services under the War Department, and the lowest salaries they are willing to accept while employed in the United States. This has no connection with the "Philippine Service" referred to in this Manual, which service includes only positions under the insular government of the Philippines.

Applications for examination for the Field Service may be filed at any time with the secretary of the civil-service district in which the applicant desires employment, except that applications of women in the Fourth Civil-Service District will be accepted only when the February examinations have been announced. (See sec. 35.) The dates of examinations are shown in section 242. The district secretary will furnish upon request a list of places at which the examination will be held.

**Sec. 249. Stenographer and typewriter (male), Panama Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate. Men only will be admitted to this examination.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Departmental Service. (See secs. 242, 243, and 274.) The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the stenographer or the typewriter register for the Departmental Service, if eligible for either, in which

case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Panama Canal Service. The usual entrance salary is \$1,500 per annum. (For further requirements see sec. 33.)

A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Applicants should have had experience in stenographic work in an office of the United States Government or of a corporation. Persons just out of school, with no practical experience, are not desired.

No register will be prepared of stenographers only for the Panama Canal Service, but if a competitor passes in only the stenographer or the typewriter examination his name will be entered on the Departmental Service register of the examination which he passes if the county officer's certificate has been executed and he has complied with the residence and domicile requirements. (See sec. 17.)

(For sample questions and tests, dates of examinations, and general information, see sec. 242.)

**Sec. 250. Stenographer and typewriter (male), Philippine Service.**—Age, 20 to 40 years; application form, 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, \$1,200 per annum. (For further requirements see sec. 34.)

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination (combined) for the Departmental Service. (See secs. 242, 243, 247, and 274.) Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or of typewriters only for the Philippine Service, but if a competitor attains an average of 70 or over in only the stenographer examination or the typewriter examination, or an average of 70 or over but less than 75 in the combined examination, his name will, upon his filing application form 304, be placed upon the Departmental Service register of the examination which he passes, if he complies with the requirements as to residence and domicile. (See sec. 17.)

Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be reexamined upon filing a new application. Competitors who attain a rating of 75 or over for either stenographer or typewriter but less than 75 for the other may be reexamined in the entire examination or, if they desire and so state in the application, they may (if within one year of the former examination) be reexamined only for the position (stenographer or typewriter) for which they previously failed to attain the required rating. If they pass with an average of 75 or over the reexamination in the part in which they previously failed, their papers will be averaged for the combined examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 242.)

**The foregoing information concerning examinations for the Philippine Service is applicable only when an examination is announced for that service. As far as practicable, Filipinos are being appointed to stenographic positions in the Philippine Islands. A stenographer and typewriter examination for the Philippine Service will not be held in the spring of 1915 unless specially announced.**

**Sec. 251. Stenographic clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: 1. Stenography, 15; 2. Copying and spacing, 5; 3. Copying from rough draft, 4; 4. Copying from plain copy, 3; 5. TIME

obtained his name will be entered on the combined stenographer and typewriter register. In addition, his name may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require.

If a competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

(For sample questions and tests, dates of examinations, and general information, see sec. 242.)

**Sec. 242. Stenographer and typewriter (combined), stenographer, and typewriter (male and female), Field Service.**—Age, 18 years or over; application form, 1371.

For the Field Service the examinations and the time allowed are identical with those for the Departmental Service. (See secs. 242, 243, and 274.) The regulations for the Departmental Service in the sections referred to relating to competitors who pass in both stenography and typewriting, those who pass in stenography alone, those who pass in typewriting alone, and to reexamination, are applied to examinations for the Field Service in the same manner. There is this difference, however, between examinations for the Field Service and those for other services, that examinations for the Field Service are separate and distinct from those for other services, while a man may become eligible for the Departmental, Panama Canal, and Philippine Services as a result of one examination. Persons who are applicants for or eligible from examination for the Departmental, Panama Canal, or Philippine Service, or any or all of them, may apply for the examination for the Field Service without regard to their application or eligibility for the other service or services, and vice versa.

The War Department requires of all appointees to the Medical Department at large, and in some cases to other field branches of that department, willingness to serve a period of duty in the Philippine Islands. It is rare, however, for an employee to be required to serve in the Philippines against his will. While serving in the Philippines, employees are given an increase of \$200 per annum in their pay, and they are allowed transportation expenses. Two years is usually the duration of such duty. Applicants for examination for field services should, therefore, indicate in their applications their willingness or unwillingness to accept appointment in services under the War Department, and the lowest salaries they are willing to accept while employed in the United States. This has no connection with the "Philippine Service" referred to in this Manual, which service includes only positions under the insular government of the Philippines.

Applications for examination for the Field Service may be filed at any time with the secretary of the civil-service district in which the applicant desires employment, except that applications of women in the Fourth Civil-Service District will be accepted only when the February examinations have been announced. (See sec. 35.) The dates of examinations are shown in section 242. The district secretary will furnish upon request a list of places at which the examination will be held.

**Sec. 243. Stenographer and typewriter (male), Panama Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate. Men only will be admitted to this examination.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Departmental Service. (See secs. 242, 243, and 274.) The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the stenographer or the typewriter register for the Departmental Service, if eligible for either, in which

case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Panama Canal Service. The usual entrance salary is \$1,500 per annum. (For further requirements see sec. 33.)

A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Applicants should have had experience in stenographic work in an office of the United States Government or of a corporation. Persons just out of school, with no practical experience, are not desired.

No register will be prepared of stenographers only for the Panama Canal Service, but if a competitor passes in only the stenographer or the typewriter examination his name will be entered on the Departmental Service register of the examination which he passes if the county officer's certificate has been executed and he has complied with the residence and domicile requirements. (See sec. 17.)

(For sample questions and tests, dates of examinations, and general information, see sec. 242.)

**Sec. 350. Stenographer and typewriter (male), Philippine Service.**—Age, 20 to 40 years; application form, 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, \$1,200 per annum. (For further requirements see sec. 34.)

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination (combined) for the Departmental Service. (See secs. 242, 243, 247, and 274.) Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or of typewriters only for the Philippine Service, but if a competitor attains an average of 70 or over in only the stenographer examination or the typewriter examination, or an average of 70 or over but less than 75 in the combined examination, his name will, upon his filing application form 304, be placed upon the Departmental Service register of the examination which he passes, if he complies with the requirements as to residence and domicile. (See sec. 17.)

Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be reexamined upon filing a new application. Competitors who attain a rating of 75 or over for either stenographer or typewriter but less than 75 for the other may be reexamined in the entire examination or, if they desire and so state in the application, they may (if within one year of the former examination) be reexamined only for the position (stenographer or typewriter) for which they previously failed to attain the required rating. If they pass with an average of 75 or over the reexamination in the part in which they previously failed, their papers will be averaged for the combined examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 242.)

The foregoing information concerning examinations for the Philippine Service is applicable only when an examination is announced for that service. As far as practicable, Filipinos are being appointed to stenographic positions in the Philippine Islands. A stenographer and typewriter examination for the Philippine Service will not be held in the spring of 1915 unless specially announced.

**Sec. 251. Stenographic clerk, Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: 1. Stenography, 15; 2. Copying and spacing, 5; 3. Copying from rough draft, 4; 4. Copying from plain copy, 3; 5. Time

(consumed in subjects 2, 3, and 4, combined), 8 (the foregoing tests will be the same as for the stenographer and typewriter examination, see sec. 242); 6. Penmanship, 10; 7. Report writing, 25 (1st grade, see sec. 39); 8. Arithmetic, 25 (1st grade, see sec. 39); 9. Geography and civil government of the United States, 5 (see sec. 39). It will be observed that at least a fair knowledge of stenography and typewriting is required in order to attain eligibility in this examination.

Persons applying for this examination should specify in their applications the "*stenographic clerk*" examination.

Competitors who attain ratings of at least 70 in the subject of arithmetic and at least 65 in the subject of report writing, and an average percentage of at least 70 in the entire examination, with the relative weights indicated above, will have their names placed on the register for stenographic clerk.

Competitors who attain a rating of at least 70 in the subject of stenography, and an average percentage of at least 70 in the second, third, fourth, and fifth subjects, and an average percentage of at least 70 in the first eight subjects, with the relative weights shown under the stenographer and typewriter examinations (secs. 243 and 274), will have their names placed on the register for stenographer and typewriter when such action does not conflict with eligibility from another stenographer and typewriter examination.

Competitors who attain a rating of at least 70 in the subject of stenography and an average percentage of at least 70 in the first, third, sixth, seventh, and eighth subjects, with the relative weights shown under the stenographer examination (sec. 243), will have their names placed on the register for stenographer, when such action does not conflict with eligibility from another stenographer examination.

Competitors who attain an average percentage of at least 70 in the second, third, fourth, and fifth subjects combined, and an average percentage of 70 in those subjects combined with the sixth, seventh, and eighth subjects, with the relative weights shown under the typewriter examination (sec. 274), will have their names placed on the register for typewriter when such action does not conflict with eligibility from another typewriter examination.

Competitors who attain ratings which entitle them to have their names entered on more than one of the registers mentioned above will have their names placed on all the registers for which they may be eligible, provided such action in any case does not conflict with eligibility from another examination. Appointment will remove a name from all the registers.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 35.)

In filling vacancies in the position of clerk in the Departmental Service, the stenographic clerk register is used in preference to the register resulting from the examination for clerk. (See sec. 87.)

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination. Eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

**Sec. 252. Stereotyper, Government Printing Service.**—Age, 21 years or over; application forms, 304 and 1747; medical certificate and county officer's certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 41); TRAINING AND EXPERIENCE, rated on Form 304, 60. Applicants must show that they have

served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

This examination will be held in the spring of 1915. (See secs. 1 and 2.)

**Sec. 253. Student interpreter, Consular and Diplomatic Services.**—Applicants for appointment to the position of student interpreter in the Consular and Diplomatic Services should address the Secretary of State, Washington, D. C.

**Sec. 254. Subclerical, Departmental Service.**—Men only. Positions of messenger, skilled laborer (male), and watchman will be filled from this examination. The term "skilled laborer" as here used is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below the clerical and minor clerical grades, and above the grade of mere manual laborer. Appointment to one of the positions will operate to remove the name of an eligible from the register for all of them, and his name can not be restored to the register unless he should become separated from the service, without delinquency or misconduct, during his period of probation.

Age, 18 years or over, except that in making certifications for filling vacancies in the position of watchman the following age limits will be observed: Department of Labor, 20 to 40 years; Department of Agriculture, 25 years or over; Post Office Department, 30 to 50 years; Bureau of Engraving and Printing, 25 to 40 years; Government Printing Office, 25 years or over; Smithsonian Institution, 21 to 40 years; Office of Panama Canal, 20 to 50 years; other branches, 20 years or over. Application form, 304; medical certificate to be filled out. No person will be admitted to the examination who has any of the physical defects mentioned in section 4 of this Manual, or who has flat foot, or who is not able-bodied and physically capable of performing manual labor. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 20 (all third grade, see sec. 41), and TRAINING AND EXPERIENCE, 20.

For experience the highest ratings will be given to those who have been engaged for three years or more in the following or similar occupations: Soldier, sailor, marine, policeman, guard, street-car conductor, elevator conductor, electrician, machinist, engineer, fireman, carpenter, motorman, plumber, etc. Lower ratings for experience will be given to those who have been engaged as constable, town marshal, trainman, brakeman, etc.

Certain skilled laborer positions filled from this register require persons of considerable physical strength, and persons who attain eligibility in the examination will, if possible, be given a strength test later, and if they pass this test satisfactorily their names will be entered upon the special register for the filling of this class of positions. This test consists in shouldering and carrying a mail sack and contents weighing 125 pounds.

**Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination. Eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment or for employment in the nonapportioned service only.**

**Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to subclerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 35.)**

This examination will be held in the spring of 1915. (See secs. 1 and 2.)



**Sec. 255. Subtreasury Service.**—Subtreasuries are located in the following-named cities: Baltimore, Md.; Boston, Mass.; Chicago, Ill.; Cincinnati, Ohio; New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; and San Francisco, Cal.

For information concerning these examinations apply to the board of examiners at the subtreasury where employment is desired.

Positions in the Subtreasury Service are divided into Schedules A, B, C, and D, as follows:

*Schedule A.*—**FIDUCIARY POSITIONS:** The officers, chiefs of divisions, tellers, assistant tellers, and other employees in the several monetary divisions, embracing those engaged in the handling of money, bonds, coupons, checks, and other representatives of money.

*Schedule B.*—**CLERICAL POSITIONS:** Chiefs of divisions, bookkeepers, and other employees engaged upon merely clerical work.

*Schedule C.*—**MISCELLANEOUS POSITIONS:** Employees in nonclerical positions, including the superintendent of the building, detectives, messengers, hall men, and porters.

*Schedule D.*—**CUSTODIAN POSITIONS:** Employees having the care and custody of the building, including engineers, watchmen, janitors, and classified laborers.

Rigid tests of character and integrity will be applied to all applicants by the civil-service boards, and only those satisfactorily meeting such tests may be examined. These tests shall be such as may be found practicable and satisfactory to the several assistant treasurers and the Civil Service Commission.

**Sec. 256. Superintendent, Lighthouse Service.**—Age, 21 years or over; application form, 1312, including medical certificate. Two days will be allowed for this examination. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: **THEORETICAL AND PRACTICAL QUESTIONS IN CIVIL, MARINE, OR MECHANICAL ENGINEERING, OR NAVAL ARCHITECTURE, 50; TRAINING AND EXPERIENCE, 50.**

Applicants must have had at least six years' satisfactory experience in engineering and construction. Graduation from a reputable technical school of engineering will be considered as equivalent to three years of the six.

Positions of assistant superintendent and superintendent in the Lighthouse Service will be filled from this examination, at salaries ranging from \$1,600 to \$2,400 a year, depending upon the qualifications of the eligibles. The appointees in these positions will be assigned to duty in the various lighthouse districts in connection with construction and repair of lighthouses, depots, wharves, etc.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 257. Superintendent of construction, Supervising Architect's Office, Treasury Department.**—Age, 20 years or over; application, Form 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: **MATERIALS AND BUILDING CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings and of details of construction, 40; ARITHMETIC, 10; BUILDING SUPERVISION, tests in the form of business communications which require adaptability and a knowledge of the qualifications necessary for this position and knowledge of the work gained by experience, 15; SPECIFICATIONS, involving knowledge of the details of complete specifications for the various classes of work required in first-class buildings, 10; TRAINING AND EXPERIENCE, 25.**

Applicants should have such a general education as will enable them to give, orally or in writing, correct expression to their ideas. They should also have either

a technical training in architecture or engineering, or broad practical experience in building construction, and not less than two years of actual experience in superintendence of buildings similar in class and construction to United States public buildings. In the case of architectural draftsmen, and structural or other engineers who have been engaged in architectural or structural design, this two-year minimum may be materially reduced.

As an appointee may be the only representative of the department in the community in which he may be located, it is of prime importance that, in addition to satisfactory general and technical training and experience, he should possess the personal qualities that will command the respect of those with whom he may come in contact, will enable him to handle all business matters promptly and with good judgment, to grasp in detail written instructions, and to answer written communications fully and in good, clear, terse English. Only those whose answers to questions in the blank forms furnished are *prima facie* satisfactory will be admitted to the examination.

Competitors who fail to attain an average rating of at least 70 in the first four subjects, with the relative weights indicated, will not be eligible for appointment.

From this examination the positions of superintendent of construction and junior superintendent of construction are filled. The usual entrance salary of the position of superintendent of construction is \$1,800 a year, of junior superintendent of construction \$1,600 a year. Only those persons who attain an average percentage of 80 or over in the examination are eligible for appointment to the position of superintendent of construction. Competitors should indicate the minimum salary they are willing to accept.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 258. Surftman, Life-Saving Service.**—(See sec. 188.)

**Sec. 259. Surgeon.**—(See Physician examination, sec. 214.)

**Sec. 260. Surveyor, General Land Office.**—Age, 19 years or over; application form, 1312; time allowed, two days of five hours each. The first two subjects will be given on the first day, and the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including algebra, geometry, and trigonometry, 15; THEORY AND PRACTICE OF PLANE, TOPOGRAPHIC, AND ELEMENTARY GEODETIC SURVEYING, 15; PUBLIC-LAND SURVEYING, 30; ADJUSTMENT AND USE OF INSTRUMENTS, 15; TRAINING AND EXPERIENCE, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination.

In order to obtain a rating of 70 per cent or over in training and experience, applicants must have had not less than one season in the field in charge of party or as principal assistant, or two seasons in some subordinate field position in surveying. Higher ratings will be given for more extended experience.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 43.)

**Sec. 261. Surveyor, Philippine Service.**—Age, 20 to 40 years; application form, 2, including medical certificate; time allowed, two days of six and eight hours, respectively. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. The surveyor examination is of the same general character as the civil engineer examination, except that questions relating to mechanics, materials of construction, and design and construction will be omitted. The subject "Drawing and mapping" will be substituted for "Design and construction." Subjects of examination and relative weights of subjects, on a scale of 100: MATHEMATICS, including trigonometry, use of logarithmic tables, and computations, 20; THEORY AND PRACTICE OF SURVEYING, 35; DRAWING AND MAPPING, 20; TRAINING AND EXPERIENCE, 25. (For further requirements see sec. 34.)

Applications will be received from graduates in civil engineering of any reputable college or technical school, or from those about to graduate from such institution, or from persons who, in addition to a good general education, have had not less than three years' experience in general land and topographic surveying. If an applicant is a graduate or is about to graduate from a reputable technical college, experience is not required, but those who have extensive or high-grade experience will be rated accordingly.

Usual entrance salary, \$1,400 a year. Field expenses are allowed appointees when absent on duty from their permanent station.

Competitors in this examination will be allowed to use a slide rule.

This examination will be held beginning on March 10, 1915. (See secs. 1 and 2.)

**Sec. 262. Tariff Board.**—This board has been discontinued.

**Sec. 263. Teacher, Alaska.**—The Bureau of Education, Washington, D. C., has charge of public schools in Alaska for the education of natives, and requests for information concerning such schools should be addressed to the Commissioner of Education, Washington, D. C. Teachers in schools for whites in incorporated towns in Alaska are appointed by the local boards of education. Teachers in schools for whites not in incorporated towns are appointed by the Governor of Alaska, Juneau, who is *ex officio* superintendent of public instruction.

**Sec. 264. Teacher, Hawaii.**—Applicants for appointment to the position of teacher in Hawaii should apply to the superintendent of public instruction at Honolulu, Hawaii.

**Sec. 265. Teacher, Indian Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. The next examination will be held beginning on April 14, 1915. (See secs. 1 and 2.) Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of teacher in the same school; application form, 1312, including the medical certificate; time allowed, two days—seven and one-half hours on the first day for the first six subjects and six hours on the second day for the remaining subjects. The department usually fills vacancies in the grades of superintendent and principal teacher by promotion from the grade of teacher. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC and ELEMENTARY ALGEBRA, involving a knowledge of the subject of arithmetic as comprised in the ordinary grammar-school textbooks, including longitude and time, square and cube root and mensuration, and common-school algebra through quadratics, 20; PEDAGOGY and ELEMENTS OF KINDERGARTEN INSTRUCTION, questions relating to school government, methods of teaching certain subjects, duties of the teacher, and to the elements of kindergarten instruction, 15; PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing twenty or more misspelled words, 5; GEOGRAPHY, embracing questions in mathematical, physical, and political geography, 5; PHYSIOLOGY AND HYGIENE, embracing matter found in the grammar-school textbooks, 5; ENGLISH GRAMMAR AND ANALYSIS, as comprised in the common-school textbooks, 10; HISTORY and GOVERNMENT of the UNITED STATES, comprising matter found in the grammar-school textbooks, 10; DRAWING, tests in graphic free-hand sketching for illustration of lessons in school work, 5; NATURE STUDY, relative to the development, growth, habits, and peculiarities of animals and plants, and methods of interesting pupils in a study of the same, 5; AMERICAN LITERATURE, comprising matter found in the elementary textbooks on this subject, 5; TRAINING AND EXPERIENCE, 10.

The names of applicants passing the teacher examination will be entered on the teacher register; and, in addition, they will be entered on a special kindergarten register, provided the applicants have had training or experience in kindergarten and primary grade work.

In rating training and experience special credit will be given for training and experience in instrumental and vocal music.

Applicants should state fully in application Form 1312 their training and experience in teaching and educational work.

(For information concerning the Indian Service, see sec. 32.)

**Sec. 266. Teacher, Panama.**—Applicants for appointment to the position of teacher in the Canal Zone should apply to the superintendent of schools, Ancon, Canal Zone.

**Sec. 267. Teacher, Philippine Service.**—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work.

It is the practice to admit women to this examination only when the needs of the service require. Unless otherwise specially announced they will not be admitted to this examination unless they are the wives, immediate relatives, or fiancées of men examined for teacher or assistant, or appointed to or already employed in the Philippine Service; or unless they have had special experience in the teaching of domestic science and home economy, or have had training in these subjects. These facts must be shown in the application. Each woman applicant should state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom the examination is requested. Age, 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 35.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: **THESES** of not less than 300 words on either of two subjects given, to test knowledge of syntax, style, spelling, punctuation, and capitalization, 15; **PENMANSHIP**, rated on thesis, 5; **ARITHMETIC**, as comprised in the ordinary grammar-school textbooks, also the metric system, 15; **GEOGRAPHY**, mathematical, physical, and political, 10; **PHYSIOLOGY AND HYGIENE**, as found in the grammar-school textbooks, 5; **ENGLISH**, as treated in the ordinary grammar-school textbooks, including analysis and parsing, 15; **HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES**, as covered in the grammar-school textbooks, and the Constitution of the United States, 10; **NATURE STUDY AND DRAWING**, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; **HISTORY AND SCIENCE OF TEACHING**, comprising school government, methods of teaching, duties of the teacher, etc., 10; **TRAINING AND EXPERIENCE**, rated on Form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

Applicants for the position of teacher of domestic science or home economy are required to pass the regular teacher examination, no special examination being required in these subjects.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant examination (see sec. 56) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to

advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

As there are a large number of names on the teacher register, this examination will not be given during the spring of 1915.

**Sec. 268. Teacher, Porto Rico.**—Applicants for appointment to the position of teacher in the Porto Rican service are not required to pass a civil-service examination, but they must be graduates of accredited high schools, normal schools, colleges, or universities, or possess a first-class State certificate. The entrance salary is \$75 a school month. Applicants should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., early in the spring for positions during the school year opening in September.

**Sec. 269. Telegraph operator.**—Age, 18 years or over; application forms, 304 and 1140; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 5; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); PRACTICAL QUESTIONS, 20; TRAINING AND EXPERIENCE, 50.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects, with the relative weights given above, will not be eligible for appointment, and the remaining subjects will not be rated.

Form 1140 provides for a statement of the applicant's practical experience as a telegrapher, which must be corroborated by certificates of the proper officers of the telegraph companies by which he has been employed.

This examination will be held on March 10, 1915. (See secs. 1 and 2.)

**Sec. 270. Telephone operator.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 271. Topographic aid (temporary).**—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elementary practical questions, 15; TOPOGRAPHIC DRAWING, 20; LETTER WRITING, a letter of not less than 150 words on a subject to be assigned in the examination, 10; TRAINING AND EXPERIENCE, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 176.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. It is commonly held early in the year. (See sec. 43.)

**Sec. 272. Trained nurse.**—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Panama Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Panama Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Panama Canal Service; Form 2, including the medical certificate, for the Philippine Service. Time allowed—male six hours, female seven hours. Subjects of examination and

relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, 5; HYGIENE OF THE SICK ROOM, 20; GENERAL NURSING, 20; SURGICAL NURSING, 20; OBSTETRICAL NURSING, 20; TRAINING AND EXPERIENCE IN NURSING, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Panama Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Panama Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army or Navy. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained-nurse (male) register for the Indian Service for several years.

The entrance salary paid trained nurses in the Indian Service is \$720 a year with laundry of uniforms. In the Panama Canal Service the entrance salary for female nurses is \$60 a month, with board, quarters, and laundry. About half of the female nurses in the service receive \$75 a month, through promotion. The entrance salary for male nurses is \$90 a month, with quarters, but without subsistence or laundry, and they may be promoted after six months' satisfactory service to \$105 a month, with quarters. Unmarried men are preferred for the Panama Canal Service. The entrance salary for the Philippine Service is \$50 a month for the first six months, when the salary is increased to \$60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to \$85 a month may be made as vacancies occur.

For further requirements and for information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see sec. 32; for the Panama Canal Service, sec. 33; for the Philippine Service, sec. 34.

This examination will be given on April 14, 1915, only to applicants for the Indian Service. (See secs. 1 and 2.) It is not probable that the examination for the Panama Canal and Philippine Services will be held before the fall of 1915. Should an examination be held before that time it will be announced.

**Sec. 273. Translator, Departmental Service.**—This examination will be held only when eligibles are needed. (See sec. 43.)

**Sec. 274. Typewriter (male and female), Departmental Service.**—Age, 18 years or over; application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: Copying and spacing, 20; Copying from rough draft, 15; Copying from plain copy, 10; Time, 30; Penmanship, 10; Report writing (first grade, see sec. 39), 10; Arithmetic (first grade, see sec. 39), 5.

Both accuracy and speed are considered in rating the typewriting subjects of this examination. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subjects will not be rated.

Applicants must provide typewriting machines, and stands, for use in this examination.

(For sample questions and tests, dates of examinations, and general information, see sec. 242.)

**Sec. 275. Typewriter, Field Service.**—(See sec. 248.)

**Sec. 276. Typewriter (male), Panama Canal Service.**—Age, 20 to 45 years; application form, 1312, including the medical certificate; time allowed, 5 hours. + Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Panama Canal Service. Subjects of examination and relative weights of subjects on a scale of 100: COPYING AND SPACING, 20; COPYING FROM ROUGH DRAFT, 15; COPYING FROM PLAIN COPY, 10; TIME, 30; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 5; ARITHMETIC (first grade, see sec. 39), 5; GENERAL BUSINESS TRAINING AND EXPERIENCE (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 274.) If a competitor fails to attain an average percentage of at least 70 in the typewriting subjects and time combined, with the relative weights shown above, the remaining subject will not be rated. Usual entrance salary, \$1,200 a year. (For further requirements see sec. 33; for sample questions and tests and general information, see sec. 242; also see Stenographer and typewriter, Panama Canal Service, sec. 249.)

Vacancies in the position of typewriter in the Panama Canal Service are filled from the register containing the names of eligibles who have passed the clerk, Panama Canal Service, examination and who have passed in the typewriting optional subject in connection with that examination, in preference to the register resulting from the typewriter, Panama Canal Service, examination. (See sec. 89.)

This examination will be held only when eligibles are needed. It will not be held in the spring of 1915 unless specially announced.

**Sec. 277. Typewriter, Philippine Service.** (See sec. 250.)

**Sec. 278. Unskilled laborer.**—This position is unclassified and is filled by registration after physical examination. The wages paid to laborers vary from \$240 to \$660 a year, and the duties for males are those of a common laborer or workman, and for females those of a charwoman or its equivalent. Examinations for positions of this character in the District of Columbia usually are held annually. When an examination is to be held issuance of applications to those applying in person will begin on the morning of May 1 and will be suspended as soon as a sufficient number of blanks have been distributed to meet the needs of the service. No blanks will be distributed by mail to applicants. Applications can be filed from May 1 to 7, inclusive, and no application will be accepted unless properly executed on the current blank and filed with the board at Washington prior to the hour of closing the office on the last business day of the stated period. For information in regard to this position outside of the District of Columbia, address the secretary of the civil-service district at the headquarters of the district in which employment is sought. (See sec. 35.)

**Sec. 279. Veterinarian.**—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 to 41 years for the Bureau of Animal Industry, 21 years or over for the Quartermaster Corps, and 20 to 40 years for the Philippine Service.

*An applicant may become eligible for appointment in the Bureau of Animal Industry and the Quartermaster Corps as a result of one examination. An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the*

*examination, be eligible for appointment only in that service as a result of that examination. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for the other branches.*

Application forms, 2, including medical certificate, for the Philippine Service; 1312 for the Bureau of Animal Industry and the Quartermaster Corps. Applicants for the Quartermaster Corps must be graduates of veterinary colleges and must have had at least one year's actual practice as veterinarians of horses; for the Bureau of Animal Industry and the Philippine Service senior students in accredited veterinary colleges will be admitted to examination, but their names will not be placed on the register of eligibles until proof of graduation has been furnished. (For further information concerning the Philippine Service see sec. 34.)

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, 10; VETERINARY ANATOMY AND PHYSIOLOGY, 20; VETERINARY PATHOLOGY AND MEAT INSPECTION, 30; THEORY AND PRACTICE OF VETERINARY MEDICINE, 30; EDUCATION TRAINING AND EXPERIENCE, 10. The second, third, and fourth subjects include general questions on anatomy and physiology, a consideration of the pathology of diseases in general, and such special pathology as is characteristic in the diseases common to food-producing animals. The symptoms, diagnosis, and treatment of diseases incident to domesticated animals will be considered.

Entrance salary in the Bureau of Animal Industry, \$1,400 a year; usual entrance salary in the Quartermaster Corps, \$1,200 a year, and in the Philippine Service, \$1,600 a year. Field expenses are allowed veterinarians in the Philippine Service when absent on duty from their permanent station.

This examination will be given on March 10, 1915. (See secs. 1 and 2.)

**Sec. 280. Veterinary inspector, Bureau of Animal Industry, Department of Agriculture.**—(See Veterinarian, sec. 279.)

**Sec. 281. Watchman.**—(See Subclerical examination, sec. 254.)

**Sec. 282. Wireman, Departmental Service.**—Age, 20 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING (third grade, see sec. 41), 10; PRACTICAL QUESTIONS, covering materials, installation and repair of dynamos, switchboards, conduits and wiring, and other auxiliary electrical apparatus used as equipment of public buildings, 65; TRAINING AND EXPERIENCE, 25.

This examination will be held on April 14, 1915. (See secs. 1 and 2.)



## RATING OF EXAMINATION PAPERS.

**Sec. 283. Method of rating.**—The following method is observed by the commission in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed until *his papers have been rated and reviewed and his average percentage determined*. As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

In determining the rating due the competitor for his answers to the questions given to him in the examination room, the examiners must be guided solely by the work before them. Under the commission's system there is no possibility that the rating may be affected by other considerations.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made "special" or be rated in advance of others.

An average percentage of at least 70 is required for eligibility, except in the case of competitors in the stenographer and typewriter examination for the Philippine Service, in which examination 75 per cent is required, and in the case of applicants entitled to preference under section 1754, Revised Statutes (see sec. 290, this Manual); provided that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 in the technical subjects in addition to an eligible rating in the whole examination in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 in the technical subjects the remaining subjects will not be rated.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass. Letters of inquiry concerning the ratings should not be written unless competitors have reason to believe that the notices have miscarried in the mails.

**Sec. 334. Rules for rating.**—As soon as practicable after an examination the papers of the competitors will be rated and the average percentage of each ascertained.

All examination papers will be rated under the following rules:

Mark every correct answer.....	100	The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.
Mark every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct the sum of the error marks of each answer from 100.		

#### SPELLING.

	From 100 deduct—
For each error in spelling when the exercise consists of 20 words.....	5
For each error in capitalization.....	1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	

#### COPYING FROM PLAIN COPY.

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one-half of a printed line of the copy; that a deduction of 15 shall be made for more than half a line and not to exceed one line; and that a proportionate deduction shall be made for a greater number of printed lines: <i>And provided further</i> , That if the copying exercise shall consist of less than five printed lines the charge for the omission, repetition, or insertion of one or more printed lines shall be double the charges indicated; for failure to indent as in copy and for each error in paragraphing; for irregularity in left-hand margin; and for signing name or copying the instructions at the head of the exercise.....	5
For each misdivision of a word at the end of a line and for each omission or improper use of the hyphen in dividing a word at the end of a line; for each word altered, interlined, or canceled; for each blot, pen-rest, or minor erasure if not neat; and for each use of stenographer's period.....	1
For any deviations from copy not covered by the foregoing rules, the charges shall be made in the discretion of the examiners.	

#### COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.

	From 100 deduct—
For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 3 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words.....	3
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated, according to gravity of error).....	1 to 3
For writing part of the exercise and then commencing again; for signing name.....	5
For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indentation, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter.....	1
For paraphrasing the language of the text, according to gravity of error.....	5 to 100

#### PENMANSHIP.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 90; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

## LETTER WRITING.

In marking the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme: Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

## REPORT WRITING.

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

## ARITHMETIC.

From 100  
deduct—

For each wrong process or for each omission of a step in a solution, according to gravity of error .....	10 to 100
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers .....	25
For error in computation or copying, or for superfluous work not canceled .....	10
For complex method, the correct result being produced .....	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact .....	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers .....	5
For omitting work entirely, the correct answer being given .....	5 to 35
For omitting work in part, according to gravity of error .....	5 to 25
For giving proof instead of solution, according to gravity of error .....	10 to 35
For writing a solution with pencil .....	5

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

## GEOGRAPHY.

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, cities, rivers, or bodies of water, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

## GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.

The geography will be rated as indicated above.

In rating civil government, each answer will be rated in the judgment of the examiners according to its value on a scale of 100.

## STENOGRAPHY.

From 100  
deduct—

For each word omitted, added, substituted, or misspelled, or for the use of the singular instead of the plural, or of the plural instead of the singular, when the grammatical correctness is affected .....	3
For each transposition .....	2
For each gross error in capitalization or punctuation; for each error in division of words; abbreviation; or for the use of the plural for the singular, or of the singular for the plural, when the grammatical correctness is not affected .....	1
For interlineations, erasures, and lack of neatness .....	1 to 5

The exact rating of a competitor who attains less than 65 per cent in the subject of stenography will not be determined.

In this examination speed in writing the stenographic notes is weighted equally with accuracy in transcribing them, and will be marked upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute.

## PRACTICAL TESTS OF TYPEWRITER EXAMINATION.

Accuracy will be considered in marking all the practical tests of this examination, each being marked on a scale of 100. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

1. *Copying and spacing (stenographer and typewriter).*

	From 100 deduct—
For the omission of the general head, or of a single line.....	10
For erroneously spacing or failing to space a word or a line of the general head, or a part or the whole of a minor head; for an error in left margin of left column or stub; for error of spacing between words of stub and first line of colons, and for each error in the placing of a whole column of figures; for the omission of leaders after stub; for the insertion of commas after the items of stub; for each case of erroneous spacing between lines (total charge not to exceed 25); for running into one line a minor head that should be written in two or more lines; for running over a line in the paragraphs at the bottom (total charges not to exceed 15); for each word, minor head, figure, or number omitted, inserted, or substituted; for each misspelled word or erroneous number; for omitting or misplacing an apostrophe, or erroneously adding <i>th</i> to date; for the transposition of a single word, item, or line; for each use of — for ..... (total for use throughout exercise, 10); and for each preliminary test on machine.....	5
For error in right and left position of general head as a whole; for wrong alignment of a minor head (total for the consequential misplacement of a whole line of minor heads, 5); for each error in the use of capitals (total for a whole word, 5), or of the dollar sign; for striking one figure over another so that the reading of the figure is doubtful (total charge for one number, 5); for each error in the use of punctuation marks or hyphens in heads or paragraphs; and for spacing a dashed line (total for the exercise, 5).....	3
For an error in the relative right and left position of a line or heading, or in the indentation of the paragraphs (total charge for two or more independent errors in a heading, and for two or more consequential errors in indentation being 3); for each error in spacing between words and after punctuation marks, and for spacing between the figures of a number or the letters of a word; in numbers, for each use of <i>i</i> for <i>l</i> , for each comma or hyphen omitted, and for each decimal point used for a comma, or vice versa.....	2
For each use in numbers of <i>I</i> for <i>l</i> , <i>l</i> or <i>L</i> for <i>I</i> , or <i>o</i> for <i>0</i> (charge for general use of either throughout exercise, 5); for striking over except in cases covered above.....	1
For irregularities in the margin of a column.....	2 to 5
For erroneous length of the dashed lines; for errors in the colons; for erasures, and lack of neatness; and for each error not specified above.....	1 to 5

2. *Copying from rough draft (stenographer and typewriter).*

	From 100 deduct—
For each error in orthography; for each word or figure inserted, substituted, transposed, repeated, or omitted (provided, that a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line, and that a proportionate deduction shall be made for the omission of a greater number of printed lines); for each abbreviation; for each failure to capitalize, punctuate, or paragraph according to copy; for failure to indent as in copy (only one charge to be made in the exercise); for each variation from copy in the use of parentheses or hyphen, and for gross irregularity in the right-hand margin.....	5
For each irregularity in left-hand margin (total charges not to exceed 5); for each case of inconsistent spacing between words; for each interlineation (maximum for a single interlineation of five or more words, 5); for each misdivision of a word at the end of a line, and for each omission of a hyphen in dividing a word at the end of a line.....	1
For each space in a word, or for crowding letters in a word.....	2
For each case of inconsistent spacing between lines (total charges not to exceed 10).....	3
For erasures, and for each error not specified above.....	1 to 5

### 3. Copying from plain copy (stenographer and typewriter).

This exercise will consist of 450 words. In determining the accuracy the rating will be made in the discretion of the examiner on approximately 150 consecutive words from any part of the exercise, the same part being rated for all competitors in a given examination.

From 100  
deduct—

For writing one line over another.....	10
For each error in orthography; for each word or figure omitted: <i>Provided</i> , That a deduction of 10 shall be made for the omission of two or more consecutive words if the words omitted do not constitute more than one printed line of the copy, and that a deduction of 20 shall be made for the omission of two printed lines, or more than one line, etc.; for each word added, substituted, or repeated; for each transposition; for each abbreviation not in copy; for each failure to capitalize or to punctuate as in copy; for each deviation from copy in paragraphing (maximum for the exercise, 10); for failure to indent as in copy (only one charge to be made in the exercise); for each error in compounding words, or vice versa.....	5
For each case of inconsistent spacing between lines.....	3
For each space between the letters of a word; for crowding letters in a word; for lack of space between words; for striking a letter instead of space bar; for unfinished word due to coming to end of line when word is rewritten on next line; for striking letters in a line over band holding paper, thus making no impression on sheet, or for piling letters over each other at the end of a line when all the letters are decipherable, or for running off paper on right or left margin (maximum for the exercise, 10).....	2
For each case of irregularity in left-hand margin, or of gross irregularity in right-hand margin (maximum for the exercise in each case, 5); for each strike over; for the misdivision of a word at end of line; for each omission of a hyphen, when needed, at end of line; for extra space between words (maximum for the exercise, 5); for each case of inconsistent spacing after punctuation marks; for each word interlined (maximum for a single interlineation of five or more words, 5); for each erasure (maximum for the exercise, 5).....	1
For lack of neatness.....	1 to 5
For each error not specified above.....	1 to 5

### 4. Time. (3 typewriting subjects.)

Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

Time consumed will be rated according to the following scale: If the competitor consumes only 30 minutes on the three typewriting subjects, he will be credited with 100. When the time consumed is more than 30 minutes and not more than 50 minutes, 1 will be deducted from 100 for every minute consumed more than 30 minutes. When the time consumed is more than 50 minutes and not more than 58 minutes, 2 will be deducted from 80 for every minute consumed more than 50 minutes. When the time consumed is more than 58 minutes and not more than 67 minutes, 3 will be deducted from 64 for every minute consumed more than 58 minutes. When the time consumed is more than 67 minutes and not more than 70 minutes, 4 will be deducted from 37 for each minute consumed more than 67 minutes. When the time consumed is more than 70 minutes, no credit will be given for time, and it will be impossible for the competitor to make an eligible average percentage on the typewriting subjects.

## ELIGIBILITY AND APPOINTMENT.

**Sec. 235. Period of eligibility.**—The period of eligibility on all registers for original appointment is one year from the date of entering the name on the register (see next section), which entry is made as soon as practicable after the rating of the papers. The date of entry of a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination. The period of eligibility is never extended in individual cases, but extension always applies to the entire register.

Whenever a person whose name is on more than one register is appointed from one of such registers, his eligibility on all registers of the same or lower grade is canceled. He may, however, upon his written request at any time within the period for which eligibility would have run if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period, unless it is otherwise provided with reference to a particular examination.

An eligible may upon request in writing have his eligibility suspended for a stated period within the term of eligibility.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

**Sec. 236. Eligibility—Beginning and termination of, in cases of delayed entry on register.**—The provision of section 3 of Rule VI, "the term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register," is to be read with the provisions of the law and of the rules as to the qualifications of applicants and the essentials of eligibility; and it is therefore held that when the commission admits a person to examination subject to his subsequent compliance with the requirements essential to eligibility or subject to the removal of an existing disability, such person is admitted upon the following conditions: That after he is able to fully qualify, his eligibility is to be coincident and coextensive as to time with that of other eligibles from the same examination; that if he qualifies during the life of the register, he is to have eligibility for the balance of the life of the register and no longer; and that if he fails for any reason to fully qualify within the life of the register then he loses his right to any eligibility whatsoever and may become eligible only upon again entering an examination and duly qualifying.

**Sec. 237. Transfer of eligibility.**—No eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the service, the commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles. (For transfer of eligibility on stenographer and typewriter registers see sec. 242.)

**Sec. 238. Relative standing on registers.**—Relative standing on any register is subject to constant change, and it frequently happens that an eligible who occupied

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<sup>1</sup>The period of eligibility on registers for the Philippine service is two years.

a certain relative position on a register at a given date occupies a lower relative position on the register at a later date. Eligibles from new examinations are placed on the registers in order of average percentages. This sometimes causes the lowering of the standing of persons already on the registers. Eligibles sometimes request that their names be withdrawn from the registers and later revoke such requests, in which case their names are restored in order of average percentages.

Changes in the relative positions of the different States also cause marked differences in the relative standing of the same person at different dates. These changes in the relative positions of the different States are caused by appointments being charged and separations being credited to their respective States, the relative positions of the States in order for appointment being determined by the number of appointments received by each State on the basis of population.

**Sec. 289. Certifications.**—Until requested to certify names for filling it, the commission has no information in regard to any vacancy which may exist in any branch of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register of eligibles the names of the *three* persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer, who is required to make selection. The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

The time of examination is not considered in making certifications, as the highest in average percentage on the register must be certified first, although they may not have been the first examined. As a result of one examination an eligible may be certified for appointment three times to each department or office if reached for such certifications during the period of eligibility. An eligible who has been certified three times to the same office or department may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

When the needs of the service require it certification may be made from a higher-grade register for filling a lower-grade position.

**Sec. 290. Method of certification for scientific or technical positions, those of stenographer and typewriter at more than \$900 a year, and other positions; Departmental Service.**—When requisition is received for certification from any register of a scientific or technical character, or for certification for filling a vacancy in the position of stenographer and typewriter at a salary of more than \$900, in the apportioned Departmental Service, the following method is pursued:

1. Certification is made of the highest eligibles of the sex called for from the entire group of States and Territories that have not received their full share of the total number of appointments actually made, until all the eligibles from such States and Territories with average percentages as much as 75 have been certified.

2. After all the eligibles described in (1) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

3. After all the eligibles described in (2) above have thus been certified, then certification is made, in the order of percentage, of the highest remaining eligibles from the entire group of States in arrears of their share who have percentages of as much as 73.

4. After all eligibles described in (3) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 73.

5. After all eligibles with averages of as much as 73 have thus been certified down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States have been certified, then certification is made from each other State in its order under the apportionment.

Only the names of competitors who attain a rating of at least 85 per cent in the subject of stenography and who have had at least two years' practical office experience will be certified for filling vacancies in stenographer and typewriter positions in the Departmental Service paying \$1,200 a year or more.

When requisition is received to fill a vacancy in any other position in the apportioned Departmental Service, the following method is pursued (see sec. 298):

1. Certification is made of the highest eligibles from one-half of the entire group of States and Territories that have not received their full share of the total number of appointments actually made (if the number of such States and Territories is uneven, the lesser number is taken) and this method is followed until all the eligibles from such States and Territories have been certified with average percentages of as much as 80.

2. After all the eligibles described in (1) above have thus been certified, then certification is made in the same manner from one-half of the remainder of such group of States and Territories.

3. After all the eligibles described in (2) above have thus been certified, then certification is made in the same manner from the remainder of such group of States and Territories.

4. After all the eligibles described in (3) above have thus been certified, then certification is made as described in (1) above, down to and including eligibles with percentages of as much as 75.

5. After all the eligibles described in (4) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 75.

6. After all the eligibles described in (5) above have thus been certified, then certification is made as described in (3) above, down to and including eligibles with percentages of as much as 75.

7. After all the eligibles described in (6) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with an average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

8. After all the eligibles described in (7) above have thus been certified, then certification is made of the highest remaining eligibles, from the entire group of States in arrears of their share, in the order of percentage, who have percentages of as much as 73.

9. After all the eligibles described in (8) above have thus been certified, then certification is made as described in (7) above, down to and including eligibles with percentages of as much as 73.

10. After all the eligibles have thus been certified with averages of as much as 73, down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States and Territories have been certified, then certification is made from each State and Territory in its order under the apportionment.

**Sec. 291. Certifications for the Railway Mail Service.**—The railway mail clerk register is kept by States, according to the legal residence of the eligibles, and when a vacancy occurs requisition is made for certification from the register of the State in which the



vacancy exists. If there is no register in the State in which the vacancy exists, certification is made from an adjoining State having available eligibles.

An eligible on the railway mail clerk register is allowed to have his eligibility transferred from the register of one State to that of another only when he can show that he has been a bona fide resident of the State to which transfer of eligibility is desired for a period of at least six months next preceding the date of the request.

**Sec. 292. Certifications for the Indian Service and for some other services outside of the District of Columbia.**—For a vacancy in the Indian Service certification is made of the highest three eligibles on the proper register who indicate a willingness to accept appointment in the State where the vacancy exists. Competitors are given opportunity at the time of their examination to state the locality in which they are willing to accept employment. They may mention the States in which they wish to be employed or state that they are willing to accept employment anywhere in the United States.

This method is also followed in making certifications for the position of lay inspector in the Bureau of Animal Industry of the Department of Agriculture.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States is divided into four districts, the Mississippi River being the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California the dividing line north and south. Mounted inspectors are certified by average percentage, regardless of residence.

**Sec. 293. Certification for the Panama Canal Service.**—As a result of examinations for positions in the Canal Zone two lists of eligibles will be established, one containing the names of persons examined in the Canal Zone, the other containing the names of those examined at other places. Those examined in the Canal Zone will be preferred for appointments in the Panama Canal Service in the Canal Zone.

**Sec. 294. Certification for the Field Service.**—In filling vacancies in the Field Service the following procedure in making certifications will be followed:

For the Customs Service certification will be made of eligibles examined in the customs district in which the vacancy exists, except that when a customs district extends over parts of two or more civil-service districts certification will be made of eligibles examined in that part of the customs district which is in the civil-service district in which the vacancy exists.

For the Internal-Revenue Service certification will be made of those examined in the internal-revenue district in which the vacancy exists. This does not apply to the Tenth Civil-Service District. (See sec. 35.)

For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and carrier registers.

In filling vacancies in the position of forest clerk in the Forest Service and field clerk in the Reclamation Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services the regulations outlined in the foregoing paragraphs relative to methods of certification for various branches of the service will apply, so far as possible. In case the register for any locality becomes exhausted resort may be had to the register for the nearest

locality that contains the names of eligibles available for the position vacant. Each competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment. (For transfer of eligibility on stenographer and typewriter registers, see sec. 242.)

Certifications for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter in offices of chiefs of field divisions of the Land-Office Service will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists; and in the absence of such local eligibles certification will be made of eligibles examined in the State in which the vacancy exists.

Certification for filling vacancies in the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

In filling vacancies in any position filled by educational examination not specifically provided for above, and positions in the Internal-Revenue Service in the Tenth Civil-Service District (see sec. 35), certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists.

In filling vacancies in noneducational positions for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment; that is, of those who live in the place or in the vicinity of the place of employment, and of those who do not live in the place or vicinity but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer when there is no local-board member) at the place at which employment is desired. An eligible who does not live in the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment.

In filling vacancies in noneducational positions for which applications are filed with local boards, certification will be made in accordance with the special regulations governing.

**Sec. 295. Probationary appointment.**—The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment, or the first year when so specified in the certificate of appointment, shall be a probationary period. If, and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond the probationary period confirms his absolute appointment.

**Sec. 296. Declination of appointment.**—An eligible who declines appointment will be dropped from the eligible register and his name will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment and unless assurance is given that he will accept the next appointment offered for service in the locality and at the entrance salary which he indicates his willingness to accept.

It is important that the commission be kept informed by eligibles on any of its registers of changes in their circumstances which would prevent the acceptance of appointment under the conditions as to salary and location specified as satisfactory at the time of examination in order that delay may be avoided in filling vacancies and to prevent certifications being charged against their names for positions which

they might not be willing to accept. The commission should also be promptly notified of any and all changes of address. In case application has been filed with the district secretary (see sec. 35) notices of changes should be sent to him.

**Sec. 297. Preference in appointment.**—Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty* shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed preference by the commission has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before, those of persons who have not been allowed preference; and (d) he is released from the law and rules relating to apportionment of appointments, but he can not be certified for appointment to apportioned positions until he has furnished evidence of residence and domicile, as required by law. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will, of course, head the list.

Persons entitled to preference under this section are not released from any requirement as to physical condition or from any other requirement of the examination for which application is made, except those specifically mentioned in the preceding paragraph.

Preference under this section does not apply to promotion examinations or to examinations for the Philippine Service.

Previous employment in the Government service does not entitle an eligible to preference in appointment.

**Sec. 298. Apportionment.**—The civil-service law requires that, as nearly as the conditions of good administration will warrant, appointments to positions in the departments at Washington shall be apportioned among the several States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census.

Section 2 of civil-service Rule VII excepts the following positions from the requirement of apportionment: Plate printer, printer's assistant, skilled helper, and operative in the Bureau of Engraving and Printing; positions in the field service of the military staff departments and at Army headquarters, mail-bag and mail-lock repair shops, Government Printing Office, Pension Agency,<sup>1</sup> and local offices in the District of Columbia; apprentice, student, gardener, engraver, cabinetmaker, carpenter, electrician's helper, electric lineman, electric wireman, messenger boy, painter, plumber, and plumber's helper. Appointments to unclassified positions, such as those of mere laborers, and to positions excepted by law or Executive order from competitive examinations or the apportionment, are not apportioned among the States.

In order that appointments to positions in the departments at Washington may be apportioned, as nearly as the conditions of good administration warrant, among the States and Territories according to population, whenever an appointment is made, the State of which the appointee is a resident is charged with the appointment; and whenever a person becomes separated from the service the State to which his appointment stands charged is credited. For several reasons it is not possible to apportion the appointments equally among the States. For example, many of the appointments were made before the civil-service law became operative; also if a State which may be next entitled to an appointment does not furnish eligibles having the required qualifications, it is necessary to certify eligibles who reside in

<sup>1</sup> Pension agencies have been abolished by law.

other States; and the reinstatement of a person who has been separated from the service without delinquency or misconduct must be charged to the State of which he is a resident. The commission is without authority to disapprove the reinstatement of a person on the ground of residence in a State which has received an excessive share of appointments. Again, the conditions of good administration frequently require that positions in the departments at Washington shall be filled by the transfer of persons holding similar classified positions in other parts of the country, and such transfers are required to be charged to the respective States and Territories in which the persons reside. In this way a number of States have received a larger proportionate share of appointments than others.

The following table shows the apportionment of appointments at Washington, D. C., from July 16, 1883, to January 1, 1915. The States and Territories are named in relative order according to the number of appointments they have received in proportion to population under the census of 1910:

State or Territory.	Appointments.			Separations.	Net appointments charged.
	Through examination.	Through reinstatement.	Through transfer, etc.		
1. Porto Rico.....	74	3	10	57	30
2. Alaska.....	3	1	1	3	2
3. Hawaii.....	24			15	9
4. North Dakota.....	91	6	15	73	39
5. Oklahoma.....	222	19	44	109	116
6. Texas.....	653	48	94	492	303
7. Arkansas.....	279	27	22	206	123
8. California.....	416	27	92	344	191
9. Alabama.....	381	48	39	295	173
10. Louisiana.....	288	26	24	211	137
11. New Mexico.....	40	4	26	41	29
12. Montana.....	66	12	19	66	34
13. South Dakota.....	107	12	30	96	53
14. Oregon.....	107	11	28	84	62
15. Mississippi.....	367	16	80	221	172
16. Wisconsin.....	480	44	74	370	228
17. Washington.....	189	14	33	121	115
18. Georgia.....	527	59	109	426	269
19. Illinois.....	1,181	111	213	870	585
20. Missouri.....	727	58	102	545	342
21. Utah.....	92	6	16	76	39
22. Florida.....	124	14	24	93	79
23. Tennessee.....	426	56	97	344	235
24. North Carolina.....	403	41	96	363	239
25. Minnesota.....	401	38	92	296	226
26. Michigan.....	605	57	88	444	306
27. South Carolina.....	302	23	57	216	166
28. Idaho.....	52	5	14	35	36
29. Kentucky.....	452	40	87	324	255
30. Indiana.....	584	56	143	467	315
31. Arizona.....	34	4	18	32	24
32. Iowa.....	540	60	109	445	264
33. Nevada.....	12	1	6	9	10
34. Ohio.....	1,054	150	224	841	587
35. New Jersey.....	554	52	78	368	316
36. Pennsylvania.....	1,722	169	367	1,275	1,003
37. Kansas.....	361	42	109	289	223
38. Nebraska.....	265	26	74	207	158
39. Maine.....	198	21	39	159	99
40. West Virginia.....	198	33	81	149	163
41. New York.....	2,287	237	468	1,722	1,220
42. New Hampshire.....	124	14	25	106	58
43. Colorado.....	186	17	56	149	110
44. Rhode Island.....	154	10	20	108	76
45. Connecticut.....	267	41	42	192	158
46. Wyoming.....	29	2	15	25	21
47. Massachusetts.....	1,124	67	154	788	567
48. Vermont.....	122	13	15	81	69
49. Virginia.....	662	113	201	519	457
50. Delaware.....	75	2	15	47	45
51. Maryland.....	688	114	205	541	466
52. District of Columbia.....	1,440	332	617	1,154	1,235
Total.....	21,702	2,402	4,699	16,576	12,227

**Sec. 299. Salary.**—Entrance to the service is usually at the lowest salary, the higher salaried positions being filled by promotion. As the prospects of promotion vary in different departments, and depend largely on the efficiency of the employee, the commission can furnish no specific information on the subject. Having in mind the fact that appointments are usually made at the lowest salary, and that the higher salaries are obtainable only by promotion, competitors should indicate in the personal-question sheet of their examinations the lowest salary they would be willing to accept in the event of appointment, as the commission may not certify an eligible for a vacancy paying a lower salary than he is willing to accept, as indicated in his examination papers. The lowest and highest entrance salaries paid in various positions are given in the table, section 300 of this Manual.

A competitor will not be allowed to make any change in the amount stated as an acceptable entrance salary after his name is entered upon the eligible register, except for reasons satisfactory to the commission. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled, and the minimum salary stated does not affect certification to positions with higher salaries.

**Sec. 300. PROSPECTS OF APPOINTMENT.**—It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the commission has no knowledge of vacancies occurring in any department in advance of the receipt of requisitions for certification. Under the law nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. There are usually on the registers more eligibles having ordinary qualifications than are required for appointment. The commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules, which permit them to select for appointment any one of the three names certified, without regard to political or religious considerations.

Stenographers and typewriters who are competent and willing to accept the usual salaries offered (men \$840 or \$900, women \$720) have much greater prospects for appointment than applicants for other clerical positions. The supply of eligibles willing to accept the usual entrance salary is not equal to the demand. An excellent opportunity is therefore open to competent stenographers and typewriters from States which have not received their full quota of appointments.

A person who resides in a State which has received its full quota of appointments has little or no prospect of obtaining an appointment in the departments at Washington as the result of an examination for bookkeeper, clerk, messenger, watchman, or skilled laborer. Positions in the Post-Office Service are filled as a result of examinations held especially for that service.

The States of Alabama, Arkansas, California, Louisiana, Mississippi, Montana, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, and Wisconsin, the Territories of Alaska and Hawaii, and the island of Porto Rico have received so much less than the number of appointments to which they are entitled under the apportionment law that eligibles from these States and Territories, with averages of 80 or above, under present conditions have excellent prospects of appointment to positions in the apportioned service, and the chances of those with averages of 75 to 80 are good.

The table on page 149 shows for certain examinations the number of persons examined, the number that passed, the number appointed, and the minimum and maximum salaries at which appointments were made during the year ended June 30, 1914.

Kind of examination.	Male.			Female.			Salaries at which appointed.	
	Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Aid, Bureau of Standards.....	69	25	11				\$600.00	\$780.00
Coast and Geodetic Survey.....	44	23	23				175.00	175.00
Lighthouse Service.....	47	26	2				780.00	1,380.00
Apprentice fish culturist.....	85	42	12				600.00	600.00
Apprentice plate cleaner, transferrer, and engraver.....	13	3	2				\$1.60	\$1.60
Assistant examiner, Patent Office.....	154	39	20				1,500.00	1,500.00
Assistant observer.....	119	37	14				900.00	900.00
Bookkeeper, Departmental Service.....	570	147	24				720.00	1,000.00
Cadet engineer.....	12	3	2				660.00	780.00
Cadet officer.....	11	10	2				600.00	720.00
Civil engineer and draftsman.....	97	64						
Civil engineer student.....	183	41	10				720.00	720.00
Clerk, Departmental Service.....	2,086	595	29	1,007	424	49	720.00	1,000.00
Computer, Coast and Geodetic Survey.....	17	6	2				1,200.00	1,200.00
Nautical Almanac Office and Naval Observatory.....	22	12	9				(1)	(1)
Draftsman, copyist ship, Navy Department.....	126	72	32				\$2.00	\$3.04
Copyist topographic, Departmental Service.....	364	86	11	42	14	3	600.00	1,200.00
Junior engineer, Engineer Department at large.....	14	3						
Mechanical, Panama Canal Service.....	20	8					112.50	162.50
Ship, Navy Department.....	103	30	23				\$3.28	\$5.04
Topographic, Departmental Service.....	86	36	11	14	1		1,200.00	1,800.00
Topographic, Panama Canal Service.....	15	5	4				125.00	125.00
Electrotypist, molder.....	6	5						
Elevator conductor.....	127	106	11				720.00	720.00
Engineer, Indian Service.....	49	24	12				720.00	840.00
Fish culturist.....	29	9	9				600.00	900.00
Forest assistant, Forest Service.....	135	89	33				1,100.00	1,100.00
Guard.....	226	170	25				840.00	840.00
Junior chemist.....	271	131	12	32	11		1,020.00	1,200.00
Junior engineer (mining), Bureau of Mines.....	19	13	3				1,500.00	1,500.00
Kindergarten teacher.....				10	10	6	600.00	600.00
Laboratory apprentice.....	73	24	13				480.00	540.00
Laboratory assistant.....	198	92	7				900.00	1,000.00
Land law clerk.....	177	57	3	11	4		900.00	900.00
Library cataloguer.....	3	1		27	12	6	900.00	900.00
Local and assistant inspector of boilers.....	39	29	5				1,500.00	2,000.00
Local and assistant inspector of hulls.....	32	21	5				1,500.00	1,800.00
Matron, Indian Service.....				125	110	50	480.00	720.00
Pharmacist.....	18	11	1				720.00	720.00
Physician.....	62	49	38				500.00	1,800.00
Press feeder.....	9	8	2	38	27	18	\$25	\$25
Pressman.....	53	49	12				\$55	\$55
Scientific assistant.....	538	261	38	41	21		900.00	1,800.00
Statistical clerk.....	163	26	17	170	41	17	900.00	1,200.00
Stenographer, Departmental Service.....	694	137	29	197	52	2	720.00	900.00
Stenographer and typewriter, Departmental and Panama Canal Services.....	1,280	410	263	418	197	83	720.00	1,500.00
Stenographic clerk.....	66	20	1	71	12	1	900.00	900.00
Stereotypist.....	4	4	2				\$60	\$60
Superintendent of construction.....	37	21	1				1,600.00	
Subclerical (messenger, skilled laborer, and watchman).....	1,174	949	181				360.00	900.00
Teacher, Indian Service.....	60	48	30	159	110	62	600.00	720.00
Telegraph operator.....	109	27	9	14	1		900.00	1,000.00
Trained nurse, Indian Service.....	14	8	1	76	69	15	720.00	720.00
Typewriter, Departmental and Panama Canal Services.....	915	586	140	292	185	17	720.00	1,500.00
Veterinarian.....	425	210	151				1,400.00	1,400.00
Wireman.....	105	24	5				720.00	\$5.00

1 Per month.

2 Per diem.

3 Figures are for the last year in which this examination was given.

4 Piecework.

5 Per hour.

## SCHEDULE A.

### CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION UNDER RULE II, CLAUSE 3.

[The classified service does not include positions under the government of the District of Columbia, the Library of Congress, the legislative and judicial branches, the Consular and Diplomatic Services, or the Pan American Union.]

**Sec. 301.**—Below will be found a list of classified positions which are excepted from examination by the commission. For information in regard to appointment to any of the positions mentioned therein, application should be made to the head of the department or office in which such position is located.

No office or position is excepted unless it is specifically named herein. Not more than one position shall be treated as excepted under the title of any such position unless a different number be indicated.

#### I. THE ENTIRE CLASSIFIED SERVICE.

1. Two private secretaries or confidential clerks to the head of each of the executive departments and one to each assistant head and one to the Public Printer.

2. One private secretary or confidential clerk to each of the heads of bureaus, appointed by the President in the executive departments, if authorized by law.

3. All persons appointed by the President without confirmation by the Senate.

4. Attorneys, assistant attorneys, and special assistant attorneys.

5. Chinese and Japanese interpreters.

6. Any person receiving for his personal salary compensation aggregating not more than \$300 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and, in addition, when payment is not at a per annum rate, the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.<sup>1</sup>

7. Any person employed in a foreign country under the State Department, or temporarily employed in a confidential capacity in a foreign country under any department or office; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Labor.

8. Any position the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is enlisted for a term of years; also positions in the Revenue-Cutter Service, where the persons enlist for the season of navigation only.

9. All positions in Alaska which can not be filled from appropriate existing registers, except those in the Customs Service.

10. A person serving under temporary appointment continuously since May 29, 1899, may be permanently appointed, in the discretion of the appointing officer.

<sup>1</sup> Amendment of Oct. 14, 1911.

11. A person holding an excepted position, which he entered prior to November 2, 1894, and in which he has since served continuously, may, subject to the other conditions and provisions of these rules, be transferred to a competitive position.

12. Mechanics and skilled tradesmen or laborers,<sup>1</sup> employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver<sup>2</sup> of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

## II. STATE DEPARTMENT.<sup>3</sup>

1. Eight officers to aid in important drafting work.<sup>4</sup>
2. Assistant solicitors.<sup>4</sup>

## III. TREASURY DEPARTMENT.<sup>3</sup>

1. One confidential clerk, if authorized by the Secretary of the Treasury, to each of the following officers:

The collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as \$500,000.

The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.

3. In the New York customs district: Stitch counters.<sup>5</sup>

4. Storekeepers and gaugers<sup>6</sup> whose compensation does not exceed \$3 per diem when actually employed and whose aggregate compensation shall not exceed \$500 per annum.

This exception from the requirement of examination shall not apply to the fifth internal-revenue district of North Carolina.

5. One private secretary or confidential clerk to the superintendent in each mint and in the assay office at New York.<sup>7</sup>

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. Any person employed in the Public Health Service as quarantine attendant at a station at which, in the opinion of the commission, the establishment of registers is impracticable, and any person employed as quarantine attendant or acting assistant surgeon or sanitary inspector on a quarantine vessel or in a camp or station established for quarantine purposes during an epidemic of a contagious disease for temporary duty in the United States or elsewhere in preventing the introduction or spread of contagious or infectious diseases.<sup>8</sup>

<sup>1</sup> Skilled laborers. Unskilled laborers are not within the scope of the act and rules.

<sup>2</sup> This exception applies to chauffeurs as well as to drivers of carriages. (Minute of commission, Jan. 30, 1908.)

<sup>3</sup> See excepted positions in this department under heading "The Entire Classified Service."

<sup>4</sup> Amendment of Aug. 24, 1912.

<sup>5</sup> Amendment of June 12, 1911.

<sup>6</sup> Internal-Revenue Service.

<sup>7</sup> Amendment of Feb. 20, 1913.

<sup>8</sup> Subject to this exception at present are the following quarantine stations: Cape Charles, Columbia River, Fort Stanton, Gulf, Key West, Mobile, Mullet Key, Reedy Island, San Francisco, and South Atlantic.



8. In the Alaska Customs Service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the Customs Service at the port of Chicago.

10. Mounted inspectors in the Customs Service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the leprosy investigation station, Molokai, Hawaii.

14. Informers and posse men, and special employees employed temporarily for detective work in the Internal-Revenue Service, under the appropriation for detecting and bringing to trial and punishment persons violating the Internal-Revenue laws.

15. Laborers at \$480 per annum in the Customs Service, district of Hawaii, who are to perform the duties of opener and packer.

#### IV. WAR DEPARTMENT.<sup>1</sup>

1. All cable engineers and cable electricians.

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of \$60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War, and a duplicate thereof to the Civil Service Commission.

3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; and all employees on transport ships other than clerks.

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.<sup>2</sup>

5. Consulting architect, for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All navigating positions on the torpedo and mine planters of the Quartermaster Corps.

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts when the positions are filled by retired noncommissioned officers or enlisted men.

10. Civilian professors, instructors, and teachers in the United States Military Academy at West Point.

11. Superintendent of construction, Quartermaster Corps, Corregidor, Philippine Islands.

<sup>1</sup> See excepted positions in this department under heading "The Entire Classified Service."

<sup>2</sup> Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

12. Contract surgeons.

13. Clerk qualified as translator of the English, Spanish, and Tagalog languages in the Bureau of Insular Affairs.

#### V. NAVY DEPARTMENT.<sup>1</sup>

1. Paymaster's clerks acting as principal clerks to general storekeepers at navy yards and naval stations.<sup>2</sup>

2. Civilian professors, instructors, and teachers in the United States Naval Academy at Annapolis.<sup>2</sup>

3. All positions in the Island of Guam and in the Island of Samoa.<sup>3</sup>

4. One clerk actually on duty with each assistant paymaster of the United States Marine Corps.<sup>4</sup>

5. Artisan and supervisory artisan positions at the naval stations at Cavite, Olongapo, and Guantanamo.<sup>5</sup>

#### VI. DEPARTMENT OF JUSTICE.<sup>1</sup>

1. Wardens, chaplains, and physicians in the United States penitentiaries or prisons.

2. One clerk to each United States district attorney.

3. Examiners.

4. Any person employed as field deputy in the office of a United States marshal or whose chief duties are to serve process.

5. All positions and employments deemed by the Attorney General to be legal or confidential in their character, and which relate to temporary service or which grow out of appropriation acts committing to the Attorney General the execution of some purpose of the law and the expenditure of the funds therefor, but not creating specific positions.

#### VII. POST OFFICE DEPARTMENT.<sup>1</sup>

1. The Assistant Attorney General for the Post Office Department.

2. One private secretary or confidential clerk to the Assistant Attorney General, and one to the purchasing agent of the Post Office Department.

3. All employees on star routes and in post offices of the third and fourth classes, other than postmasters of the fourth class, except those in Alaska, Guam, Hawaii, Porto Rico, and Samoa.<sup>6</sup>

4. One auditor at the post office in New York City.

5. Clerks in charge of contract stations, appropriated for as such and so reported.

#### VIII. DEPARTMENT OF THE INTERIOR.<sup>1</sup>

1. The superintendent of the Hot Springs Reservation.

2. Inspectors whose duties are of a confidential nature in the office of the Secretary of the Interior and who are appropriated for by the Congress.<sup>7</sup>

3. Inspectors of coal mines in the Territories.

4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.

5. Indians employed in the Indian Service at large, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.

<sup>1</sup> See excepted positions in this department under the heading "The Entire Classified Service."

<sup>2</sup> Amendment of Dec. 2, 1910.

<sup>3</sup> Amendment of Feb. 21, 1911.

<sup>4</sup> Amendment of Apr. 3, 1911.

<sup>5</sup> Amendment of Feb. 4, 1913.

<sup>6</sup> Amendment of Oct. 15, 1912.

<sup>7</sup> Amendment of Apr. 10, 1912.

6. Special commissioners to negotiate with Indians, as the necessity for their employment may arise.

7. One financial clerk at each Indian agency to act as agent during the absence or disability of the agent.

8. Physicians employed in the Indian Service and receiving not more than \$720 per annum salary, who may lawfully perform their official duties in connection with their private practice, such employment, however, to be subject to the approval of the commission.

9. All physicians employed as pension-examining surgeons, whether organized in boards or working individually under the direction of the Commissioner of Pensions. This paragraph shall not include medical examiners in the Pension Office.

10. Five special pension examiners to investigate fraudulent and other pension claims of a criminal nature.

11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

12. Consulting engineers of the Reclamation Service under the Geological Survey.

13. One confidential clerk and one record clerk to the Superintendent of the Government Hospital for the Insane.

14. One private secretary to the Director of the Geological Survey.

15. Superintendents of live stock, stockmen, stock detectives, and line riders in the Indian Service.

16. Special officers to assist in the suppression of the liquor traffic in the Indian Service.

17. Superintendent of Indian Insane Asylum, Canton, S. Dak.

18. Special agent for the Chippewa Indians of Lake Superior.

19. One Indian trade supervisor.

20. Superintendents or officers in charge of national parks or reservations.

21. Chief law officer in the Reclamation Service.

22. Scouts, buffalo keepers, assistant buffalo keepers, and park rangers in the national parks.

23. One histopathologist temporarily engaged in research work at the Government Hospital for the Insane.

24. One specialist in higher education in the Bureau of Education.

25. The assistant to the Secretary in the office of the Secretary of the Interior.<sup>1</sup>

26. All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.<sup>2</sup>

#### IX. DEPARTMENT OF AGRICULTURE.<sup>3</sup>

1. (a) Agents employed in field positions the work of which is financed jointly by the department and cooperating persons or organizations outside the Federal service.

(b) Local agents outside of Washington engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

(c) Local agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies,

<sup>1</sup> Amendment of Apr. 21, 1911.

<sup>2</sup> Amendment of Nov. 19, 1912. The Neopit lumbering project is a commercial enterprise conducted for the profit and sole benefit of the Menominee tribe of Indians and its operation is in competition with private enterprises of the same kind. It thus differs from any other enterprise conducted for the benefit of the Indians and it is believed that the work can be carried on more economically and therefore with more benefit to the Indians by excepting these employees from the operation of the civil-service rules.

<sup>3</sup> See excepted positions in this department under heading "The Entire Classified Service."

hog cholera, and animal tuberculosis, and other contagious or infectious animal diseases.

(d) Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not, in the opinion of the commission, be filled by open competitive examination.

(e) Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.

(f) Student assistants whose salary shall not exceed a rate of \$300 a year each while employed.

Prior consent of the commission must be obtained for the appointment of agents under clause (d) above; and in making appointments under clauses (a), (b), (c), (e), and (f), a full report shall be submitted immediately by the department to the commission setting forth the name, designation, and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.<sup>1</sup>

2. One statistical agent in each State and Territory where authorized by law.

3. Guards and field assistants for reconnaissance parties employed temporarily during the season of danger from fires or when special work requires additions to the regular forest force. They shall serve only so long as absolutely required and in no case beyond the usual field season. So far as the commission may deem practicable such appointments shall be made from the registers of eligibles.

#### X. PANAMA CANAL.<sup>2</sup>

1. All officers and employees in the service of the Panama Canal upon the Isthmus of Panama, except those who are to perform the duties of clerk, book-keeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more<sup>3</sup> than \$75 in gold per month may be made without examination under the civil-service rules.

2. One inspecting engineer and inspectors in the purchasing department.

#### XI. DEPARTMENT OF COMMERCE.<sup>2</sup>

1. All persons temporarily connected with the field operations of the Bureau of Fisheries who are paid from lump appropriations for miscellaneous expense. No person employed in a position specifically provided for by statute at any station shall be regarded as excepted from examination hereunder.

2. Shipping commissioners whose compensation for the fiscal year ending June 30, 1907, was, as shown by the records in the Department of Commerce and Labor, \$2,500 or over.<sup>4</sup>

<sup>1</sup> Amendment of Aug. 26, 1912.

<sup>2</sup> See excepted positions under heading "The Entire Classified Service."

<sup>3</sup> Amendment of July 17, 1906.

<sup>4</sup> This order applies to the ports of New York, San Francisco, Port Townsend, and Boston.

3. Commercial agents, experts, and special agents to investigate trade conditions abroad and in the United States, including the insular possessions, with the object of promoting the foreign commerce of the United States, including experts and special agents employed upon the field work of investigating the cost of production at home and abroad.<sup>1</sup>

XII. INTERSTATE COMMERCE COMMISSION.<sup>2</sup>

1. Five experts to be members of an advisory board under the act of March 1, 1913, providing for the valuation of the property of carriers.
2. Five members of a board of engineers under said act.
3. One director under said act.
4. One supervisor of land appraisals under said act.
5. One chief accountant under said act.

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<sup>1</sup> Amendment of July 2, 1914.

<sup>2</sup> Amendment of Apr. 23, 1913, and Oct. 29, 1913.

## SCHEDULE B.

### CLASSIFIED POSITIONS WHICH MAY BE FILLED UPON NONCOMPETITIVE EXAMINATION.

**Sec. 302.** The noncompetitive examinations authorized under Rule III, clause 2, shall consist of the same tests of fitness as those applied to other persons seeking appointment through competitive examination.

#### I. INTERIOR DEPARTMENT.

1. Superintendent, teacher, manual-training teacher, kindergartner, physician, matron, clerk, seamstress, farmer, and industrial teacher, in the Indian Service at large when filled by Indians.

2. Junior clerk, messenger, assistant messenger, and messenger boy, in the Office of Indian Affairs when filled by Indians.

3. Any competitive position at an Indian school when filled by the wife of a competitive employee at that school.

4. Miners, whether employed in rescue or first-aid work at rescue stations, on rescue cars, or at experimental mines, under the Bureau of Mines: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

5. Six inspectors to act as the immediate and confidential representatives of the Commissioner of Indian Affairs, subject to such evidence of qualifications as the Civil Service Commission may prescribe after consultation with the Commissioner of Indian Affairs.

6. One superintendent of irrigation in the Indian Service, who shall be competent to pass upon water rights.

#### II. INTERSTATE COMMERCE COMMISSION.

1. Not exceeding 20 special agents under the Division of Prosecutions subject to such evidence of qualification as the Civil Service Commission may prescribe after consultation with the Interstate Commerce Commission: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

2. Five assistant engineers to be employed under the act of March 1, 1913, providing for the valuation of the property of carriers.<sup>1</sup>

#### III. DEPARTMENT OF COMMERCE.<sup>2</sup>

1. Clerks to commercial attachés, Bureau of Foreign and Domestic Commerce.

#### IV. WAR DEPARTMENT.

1. Aeronautical engineers, aeronautical mechanical engineers, instructors in flying, and aviation mechanics in the aviation section of the Signal Corps.

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<sup>1</sup> Amendment of Apr. 23, 1913, and Oct. 29, 1913.

<sup>2</sup> Amendment of Sept. 28, 1914.

By direction of the commission:

JOHN A. McILHENNY, *President.*



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